



Lauderhill Performing Arts Center Audio System

**REQUEST FOR PROPOSAL
NO.: 2023-034**

Issued for:

Performing Arts Center

**Visit us on the web at: www.lauderhill-fl.gov and
<https://lauderhill.ionwave.net/>**

Opens: April 26, 2023

Date Issued:

March 27, 2023

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Lauderhill Performing Arts Center is seeking sealed proposals for the following work as specified:

RFP NUMBER #2023-034 Lauderhill Performing Arts Center Audio System

The City of Lauderhill will be accepting sealed proposals until 10:45 AM on **April 26, 2023** and will open such proposals at 11:00 A.M. in Room 134, City Hall, 5581 West Oakland Park Blvd., Lauderhill, Florida 33313. ***Proposals received after 10:45 A.M. EST will not be considered and will be returned to the proposer unopened.***

The intent of this Request for Proposals, is to update the Lauderhill Performing Arts Center audio system in order to offer an improved audio experience for performers and guests. The scope of services provided by the Vendor under this RFP shall be the supply of Audio Systems, including delivery, installation, necessary training for Venue's personnel, and warranty services as specified, as well as the integration of said elements with existing equipment and systems.

The City of Lauderhill intends to contract for the supply and integration of Audio Systems at the Lauderhill Performing Arts Center for installation at the earliest mutually agreeable time beginning on the date of issue of the written City of Lauderhill purchase order and Contract.

The RFP documents may be examined and obtained on and after **March 27, 2023** at the City's website or IonWave. Vendors who obtain solicitation documents from other sources than the Finance Department are cautioned that the solicitation package may be incomplete. Furthermore, all addendums will be posted and disseminated by the Finance/Purchasing Department via IonWave.

One (1) unbound original, and one electronic version in PDF format of the proposal must be submitted no later than 10:45 A.M. on **April 26, 2023** in sealed envelopes bearing the words RFP #2023-034 Lauderhill Performing Arts Center Audio System and shall be submitted to the City Clerk's Office, City of Lauderhill, 5581 West Oakland Park Boulevard, Suite, 421 Lauderhill, Florida 33313. **E-mailed and faxed proposals will not be accepted.**

Responsible questions regarding this RFP offering may be directed to the Purchasing Department via IonWave question Tab. The last date for questions pertaining to this proposal is **ten (10) days prior to the proposal due date**. Questions received after this date will not be answered.

All proposers must register with the City online. The direct link is www.colvendor.com.

Proposers agrees to extend identical pricing and goods under the same terms and conditions to other governmental entities. A contracting agency wishing to utilize like services will execute its own contract with the successful Proposer(s) for its requirements.

The City Commission of the City of Lauderhill reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be in the best interest of the citizens of the City of Lauderhill. **The winning firm is required to enter into a contract with the City of Lauderhill.**

CITY OF LAUDERHILL

Kathy Collazo
CITY OF LAUDERHILL
5581 W. Oakland Park Blvd
LAUDERHILL, FL, 33313

Advertised dates: March 24,2023 and March 26,2023

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STATEMENT OF NON- PARTICIPATION
RFP NO.: 2023-034
Lauderhill Performing Arts Center Audio System

Note: If you do not intend to submit a bid /proposal on this item/service, complete this form and mail to:

Purchasing Division
City of Lauderhill
5581 W. Oakland Park Blvd. Suite 230
Lauderhill, FL. 33313

Please indicate the Proposal number and title of the Proposal on the outside of the envelope.

We/I do not wish to participate in this proposal for the following reason:

- ☐ Specifications proprietary
- ☐ Cannot supply at this time
- ☐ We do not carry this item
- ☐ We do not provide this service
- ☐ Unable to meet specifications
- ☐ Unable to meet Bond requirements
- ☐ Other

Please keep us on your bid list for future projects _____yes _____no

Signature: _____

Name of Company: _____

Address: _____

SECTION 1 – DEFINITIONS

Whenever the following terms appear in the Proposal, the intent and meaning shall be interpreted as follows:

- 1.1 City:** The City of Lauderhill, Florida.
- 1.2 Contract:** The written agreement for performance of the Scope of Work entered into between the City and the successful Proposer.
- 1.3 Contract Administrator:** The Purchasing and Contracts Manager, or some other employee expressly designated as Contract Administrator in writing by the City Manager, who is the representative of the CITY concerning the Contract Documents.
- 1.4 Evaluation/Selection committee:** City staff and/ or outside consultants assigned to evaluate the submitted proposals.
- 1.5 Proposer:** Any individual, firm, or corporation submitting a proposal for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Proposer shall mean the same thing as the Bidder.
- 1.6 Proposal:** shall refer to any term used interchangeably with Bid while retaining the same meaning.
- 1.7 Purchasing Office:** The Purchasing Division-Department of Finance of the City of Lauderhill.
- 1.8 "Provider", "Bidder", "Contractor", "Successful Proposer" "Vendor" or "Consultant":** The Proposer receiving an award as a result of this Request for Proposal. Said terms may be used interchangeably while retaining the same meaning.
- 1.9 Qualifications/Proposal, Proposals,** shall refer to any Offer(s) submitted in response to this Request for Proposal.
- 1.10 Request for Proposal, RFP", or Proposal:** This Request for Proposal including all Exhibits and Attachments as approved by the City, and addendums or change orders issued by the Purchasing Division.
- 1.11 Request For Proposal, or Proposal:** Terms used interchangeably in this Request for Proposal while retaining the same meaning.
- 1.12 Subcontractor/ Sub consultant:** Any person, firm, entity, or organization, other than the employees of the successful Proposer, who contract with the Successful Proposer to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Proposer.
- 1.13 Work, Services, Program, Project, or Engagement:** All matters that will be required to be done by the successful Proposer in accordance with the Scope of Work, and the Terms and Conditions of this RFP.

1.14 Piggybacking: An agreement which establishes the ability of the City to piggy-back the contract of another governmental entity with a specific vendor. The Piggy-back agreement ensures that standard contractual requirements of the City are incorporated as a part of the contractual relationship with the vendor in addition to any requirements already incorporated in the agreement with the other governmental entity.

1.15 Local Vendor Bids: The City of Lauderhill Code has determined that this bid shall be reserved for participation by local City of Lauderhill vendors only. No vendor shall receive more than three set-aside bid award contracts in a fiscal year. Any local City of Lauderhill vendor that has received at least one local vendor bid award contract in each of three (3) consecutive fiscal years shall not be eligible to participate in local vendor bids for the following fiscal year. If the bid prices received from local vendors are not economically comparable to normal market pricing, the procurement shall be canceled.

Objective

The City of Lauderdale is in the process of updating the Lauderdale Performing Arts Center to offer an improved audio experience for performers and guests. The scope of services provided by the Vendor under this RFP shall be the supply of Audio Systems, including delivery, installation, necessary training for Venue's personnel, and warranty services as specified, as well as the integration of said elements with existing equipment and systems.

It is the intent of the City of Lauderdale to contract for the supply and integration of Audio Systems at the Lauderdale Performing Arts Center for installation at the earliest mutually agreeable time beginning on the date of issue of the written City of Lauderdale purchase order and Contract.

The scope of this proposal will be for the procurement of the skilled labor and equipment defined herein, as well as delivery, installation of same, along with all necessary training. The complexity and physical design of the Lauderdale Performing Arts Center will require the selected Vendor to provide/sub-subcontract all necessary electrical work, cabling, and rigging necessary for a safe and successful installation of the equipment defined herein.

The design and components provided in this document may require minor changes, deletions or addition of equipment components. It is the intent of the City of Lauderdale to review the design and components with the selected Vendor after the award and issue a change order under the contract for any change in design or components that may be required.

Potential Vendors shall provide pricing for the design, installation and integration of Audio System. The cost of material, engineering, shop drawings, basic warranty (as defined in this document), shipping, start up and labor cost for installing the complete and operable systems and integrating said system with the existing equipment on site shall be included.

*Minimum requirements and specifications for Work, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. **Contractor** means the successful Proposer.*

Minimum Requirements

Each Proposal must include information that clearly indicates that Proposer meets each of the following minimum qualification requirements:

Contractor shall provide evidence that they are a Contractor who is normally engaged in the business of professional-type Audio Systems Design and Installation. The Contractor shall show proof that they have been in similar Audio Systems Design and Installation Systems business for a period of not less than ten years and have completed at least five projects of a similar size, scope and type in a 1,000+ seat Performing Arts Center environment.

The City of Lauderdale reserves the right to reject any proposal submitted by firms not meeting the criteria herein mentioned.

Contractor must provide evidence of experience in designing, installing, supporting and integrating multiple audio technologies and products.

General Business

Describe the ownership structure of the Contractor.

Does the Contractor company represent product lines other than Audio Systems?

Has the company bought out or merged with some other business in the last five (5) years, if so who?

Has the company been bought by or merged with some other businesses in the last five (5) years, if so who?

Please provide bonding company name and phone number.

Please provide verifiable documentation of total bonding capacity, current bonded amount, and bond rates.

Please provide a list of all outstanding bond claims.

Please provide a list of bond claims in the last five (5) years.

Operation Expertise, Performance Record, References, and Experiences

Provide documentation that you have been in Audio Systems business for not less than ten years.

Provide examples and references for at least five completed projects of similar size, scope and type in a 1,000+ seat Performing Arts Center environment.

Account Management

Provide a project-staffing plan including a brief summary for all proposed "key" staff members who will be assigned to this account and defining their role.

Provide the name, title and brief summary of the individual who will assume overall responsibility for management of this contract.

Explain how your company proposes to resolve any complaints, issues or challenges. Please detail your company's problem resolution process for customer complaints and concerns.

Equipment

How many major manufacturers for Audio Equipment does your company represent? Please provide a full list of manufacturers represented by product category.

Provide evidence of direct Vendor relationships, such as copies of valid contracts and/or letters from the various manufacturers clearly stating your relationship.

Provide evidence of experience in designing, installing, supporting and integrating multiple audio technologies and products.

Please describe your company's capabilities related to installation, integration, and design services.

Describe your company's normal approach to design work, order processing, delivery and assembly, delivery and installation, integration and programming and all other aspects of your processes to ensure "turn- key" and operating/functional systems are provided to the customer?

Scope of Work (General Information)

Successful Proposer agrees to design, provide, install and integrate complete working solutions to include; structural and acoustic engineering, audio equipment, cabling, rigging, electric, connectors and adaptors, system controls, programming, and installation, with a specific request to integrate outdoor speakers into the stage feeds.

Bidder shall provide a line item price for every component needed to provide a complete and operational system. Line item prices shall include all materials, installation, labor, warranty, and connections for each component. Vendor shall also provide conceptual/preliminary design drawings of the recommended solutions for the Lauderhill Performing Arts Center. Room Details and pictures are included in this document.

The Bidder must submit a completed bid in the format provided. Minimum equipment components are listed herein. The sum of costs of individual minimum components shall be reported, and the selection committee will use these costs for consistent price comparisons between proposals.

Bidder shall also list additional components and associated costs that Bidder recommends for a complete, quality Audio System solution. The selection committee may use this information to assign points for quality, and a contract or purchase order to the selected Contractor may incorporate these items and costs. In addition, if Contractor recommends equipment that differs from the minimum equipment components listed, Vendor shall provide a description of Contractor's recommended changes with pricing separately, but Contractor shall still provide pricing of the specific minimum equipment listed on the spreadsheet for consistent price comparisons between proposals.

Bidder shall also provide the projected project duration from mobilization to start-up of the complete Audio System installation and integration at the Lauderhill Performing Arts Center.

Intent of Specifications

It is the intent of these specifications to describe and provide for a complete Audio System of high professional quality and reliability. Consequently, rigid performance standards by the Contractor and the equipment will be required. These specifications describe the minimum device performance and connectivity requirements.

Where the phrase "or approved equal" appears, the item specified shall set a standard of quality and performance, based on the specifications published by the Manufacturer and on the actual performance as known by Audio Engineers and Consultants. Approval of substitutions to the standard of quality shall be at the sole discretion of the City of Lauderhill and shall be submitted in writing before the due date of this RFP.

Delivery arrangements for the completed Systems and Sub-systems must be carefully coordinated with any sub-contractors and the Lauderhill Performing Arts Center.

The Contractor shall work with the City of Lauderhill to ensure that the aesthetics to be integrated shall have the least amount of physical changes or alterations done to the facility as a result of the proposed Audio system installation.

The Contractor shall consult with an authorized representative of City of Lauderhill before any alterations are done to any wall, ceiling, etc.

The Contractor shall submit drawings to City of Lauderhill for approval prior to all projects.

The Contractor shall verify dimensions and conditions at the job site prior to installation with a structural engineer and an acoustic engineer, and shall perform installation in accordance with these specifications, manufacturers' recommendations and all applicable code requirements.

The Contractor shall solely perform all hardware installation (with the exception of the electrical contractor and general contractor work such as carpentry, ceiling tile, wall modifications, etc.), and perform all assembly of equipment, wiring, interconnection and soldering of wires to jacks, devices, terminals or equipment, using only technically trained employees who are experienced in the installation of Audio System equipment and its interconnection.

The Contractor shall provide all required brackets, mounting equipment locking mechanisms and cables for the integration of the equipment specified within this RFP.

The Contractor shall also provide information regarding manufacturer parts and labor warranties, service warranties, as well as part replacements for the equipment specified within this RFP.

The Contractor (or Vendor Specific Personnel) shall solely perform all custom programming.

The Contractor shall furnish, deliver, erect, secure, clean up debris, and connect completely all materials and appliances described herein and on the documents, and also all other incidental materials and appliances, tools, transportation, etc., required to make the work complete, in accordance with the true intent of the plans and these specifications, and as required to leave the Audio system in first class operating condition.

INQUIRIES/AVAILABILITY

Inquiries concerning Proposal Submittals should be made in writing via IonWave.

Solicitation documents shall be obtained by download via IonWave at <https://lauderhill.ionwave.net/>.

CONTACT WITH PERSONNEL OF THE CITY OF LAUDERHILL OTHER THAN THE PURCHASING MANAGER OR DESIGNATED REPRESENTATIVE REGARDING THIS REQUEST FOR QUALIFICATIONS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

SUBMITTAL INFORMATION: How, When & Where

Proposer should submit (in a sealed envelope indicating Proposer's name and Request for Proposal (RFP) number) copies of the Proposal, each identified as follows:

RFP No.: RFP 2023-034

RFP Name: LAUDERHILL PERFORMING ARTS CENTER
AUDIO SYSTEM

Due Date/ Time: April 26, 2023 @ 10:45 A.M.

All (RFP's), must be submitted on 8½" by 11" paper, neatly typed on one side only, with normal margins and spacing. The original document package must not be bound. One (1) unbound one-sided along with a PDF version **[a total of two (2)]** of the complete submittal must be received by the closing date and time. The original and all copies must be submitted in a sealed envelope.

Responses to the RFP must be signed in ink by an authorized officer of the proposing firm who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Statement of Proposal by the Proposer will be considered by the city as constituting an Offer by the Proposer to perform the required services.

SECTION 7 - EVALUATION METHODOLOGY

Evaluation Criteria

A contract will be awarded to the consultant whose proposal is judged by the City of Lauderhill to be in its best interests, and whose proposal most closely satisfies the overall project specifications as well as other factors including, but not limited, to:

CRITERIA	MAXIMUM POINTS
A. Project Understanding	20
B. Project Approach	15
C. Ability to Perform/Staffing of Project	20
D. Experience	25
E. Best Value/Cost Effectiveness	10
F. Local Lauderhill Business Preference	10
Total	100

- A. Project Understanding:** This criterion will be used to assign points based on how well the consultant's proposal demonstrates their understanding of the project. The consultant should be able to explain how they will accomplish each task identified in this RFP. Also, the consultant should be able to identify how the overall project objectives are related to the current situation and discuss possible pitfalls with the project.
- B. Project Approach:** This criterion will be used to assign points based on project approach or methodology. The project approach should discuss issues and challenges for each task and demonstrate alternative ways that would be practical and cost effective.
- C. Ability to Perform/Staffing of Project:** This criterion will be used to assign points based on capability and availability of the project team. Points will be assigned based on qualification of staff or project team members, provided in the "Company Background and Qualifications" and "Personnel/Management" section. It is important to note how a particular staff's expertise is related to the skills or tasks that would be required to provide the best solution and project deliverables.
- D. Experience:** Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project. Prior work demonstrates innovative ideas that have engaged audiences and delivered results within a similar scope and challenges. Maximum point value will be awarded to proposers that have worked with destinations on similar scope projects within the last 5 years.
- E. Best Value/Cost Effectiveness:** This criterion will be used to assign points based on the cost-effectiveness of the proposal. The scoring will be based on the combination of cost and value. If there are two or more firms with identical or very similar cost proposal, then the firm that provides the most value-added services beyond the RFP requirements will be assigned the higher score. Conversely, if there are two or more firms with similar deliverables and additional value-added services, then the firm with the lowest cost will be assigned the

higher score.

F. Local Lauderdale Business: To receive a ten (10) point preference as a local business, the proposer shall have an official business address within the City of Lauderdale from the date/time that this proposal is officially released.

The City will assemble an evaluation and selection committee comprised of staff and additional consultants if necessary. This committee shall evaluate the proposals and may recommend the top ranked firms for oral presentations. The committee shall evaluate the proposals based on the demonstrated proficiency level of the proposing firm for work of a similar type as specified in the Scope of Services with and including proof of insurance and bonding capability as described herein, and other requirements as required by the City.

SELECTION PROCEDURE

An Evaluation Committee appointed by the City Manager will be responsible for selecting the most qualified firms. The Evaluation Committee may also, at its sole discretion, request additional or clarifying information from any responder. The Evaluation Committee may expressly request such information to remedy any incomplete response, but will not be obligated to do so. The occurrence or absence of such a request shall not be cause for objection by any responder. Proprietary information from competing responders shall not be disclosed to the public or to competitors prior to any award subject to Public Records Law, Chapter 119, Florida Statutes.

The firms may be asked to make a presentation of its qualifications and methodology to staff and /or the City Commission.

The City reserves the right to award to one proposer, to split the award among multiple proposers or to not award.

NO AWARD WITH RESPECT HERETO SHALL BE DEEMED FINAL AND ALL SUCH AWARDS SHALL BE DEEMED CONDITIONAL, UNLESS AND UNTIL THE PARTIES SHALL HAVE FULLY EXECUTED THE AGREEMENT(S) CONTEMPLATED HEREIN, AND A FULLY EXECUTED AGREEMENT HAS BEEN RETURNED TO THE BIDDER BY THE CITY. THE CITY RESERVES THE RIGHT TO REVOKE ANY AWARD MADE HEREUNDER, WITHOUT PENALTY, PREMIUM, OR OBLIGATION, AT ANY TIME PRIOR TO THE DELIVERY OF THE FULLY EXECUTED AGREEMENT(S) TO THE BIDDER, NOTWITHSTANDING THAT AN AWARD MAY HAVE BEEN PUBLISHED. NO BIDDER SHALL BE ENTITLED TO RELY ON ANY ANNOUNCEMENT OF AWARDS, AND THE CITY SHALL IN NO WAY BE ESTOPED IN THE REVOCATION OF AN AWARD PREVIOUSLY GRANTED.

REJECTION CRITERIA

Your proposal shall be considered non-responsive if any of the following criteria exist, (this list is not all-inclusive):

All questions and instructions, including the questions in the Qualifications Package, have not been properly completed.

The instructions, order, and matrixes in the Proposal Package have not been properly followed.

The RFP response Package is found to have concealed or contained false and/or misleading information.

The City did not receive the RFP Package prior to the submittal deadline.

Your firm is not licensed with the Florida Secretary of State to do business in Florida. **You must submit a State of Florida Certificate of Status for your firm.**

Executed Non-Collusive/and or Drug Free Workplace Affidavits are not submitted with the response.

The Proposal signature page and certification is not properly executed.

WAIVERS

The City in its sole discretion, reserves the right to reject any and all proposals, accept any proposal or any combination of proposals or waive any minor irregularity or technicality in proposals received and may, at its sole discretion, request a re-proposal, when in its sole judgment, it will best serve public interest.

INSURANCE REQUIREMENTS

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Lauderhill shall be given notice 30 days prior to cancellation or modification of any stipulated insurance. The insurance provided will give 10 days' notice for non-payment of premium. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Purchasing Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Any firm performing work on behalf of the City of Lauderhill must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at <http://www.fldfs.com>

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Personal and Advertising Injury Liability
- d. Products/Completed Operations
- e. Broad Form Contractual Liability

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage \$1,000,000

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability

Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Bodily injury	\$500,000 each person,
	\$500,000 each occurrence
Property damage	\$100,000 each occurrence

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

A copy of ANY current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Lauderdale

Finance Department

5581 West Oakland Park Blvd.

Lauderhill, FL 33311

SECTION 13 - SUBMITTAL PACKAGE

Submit this portion of the Request for Proposal as your firm's Qualifications Package. Complete the following information exactly as shown including numbering and tabbing sections. This information is vital for the City to rate your firm, as your evaluation and ranking will be based on the information supplied below along with any other information required by the City.

TAB #1 Insert Proposer's Qualification Statement (Attachment "A")

TAB #2 **Statement of Capabilities:**

Provide a statement that addresses why the specific Proposer would be in the best posture to deliver the required services. (Limit to one (1) page.)

TAB #3 **Proposal:**

1. Submit an outline of the elements and organizational structure of the team established to manage the project. This is to include the administrative operation and key personnel and their area of responsibility.
2. Describe the Proposer's approach to the management of this contract; describe the methodology employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and training. Please explain any differences or challenges you may have encountered with any client, and the method(s) you employed to overcome them.

TAB #4 **Specific Related Experience of the Firm**

List the last five (5) contracts held comparable to this specific project and related experience accomplished by the proposer firms. Indicate:

- Client Name, address, and telephone number
- Principal/ Project Manager in Charge, licensing/ certifications, various team positions
- Whether your firm was the primary or subcontractor
- Description of the contract including;
- Contract Objective (s)/ accomplishments
- Challenges encountered, resolutions
- Contract Starting and Ending Dates

Tab #5 **Scope of Work**

Proposer should prove the consultant's capability; describing strategies to be used and quality controls. The scope of work should demonstrate knowledge and understanding of branding and the shifting dynamics of how consumers receive and use information today.

TAB #6 **Cost Schedule**

Submit your cost schedule here.

TAB #7 **Personnel/Management**

TAB #8 **Attachments:**

Insert:

Non-Collusive Affidavit (Attachment "B")

Cost Schedule (Attachment "C")

Confirmation of Drug-Free Workplace (Attachment "D")

Signature Page (Attachment "E")

List of Subcontractors (Attachment "F")

References (Attachment "G")

Acknowledgement of Addendums (Attachment "H")

Certificate of Insurance, and Licenses

ATTACHMENT A
PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Contact Person's Name and Title: _____

PROPOSER'S Telephone and Fax Number: _____

PROPOSER'S Email: _____

PROPOSER'S License Number: _____

(Please attach certificate of competency and/or state registration.)

PROPOSER'S Federal Identification Number: _____

Number of years your organization has been in business, in this type of work: _____

Names and titles of all officers, partners or individuals doing business under trade name:

The business is a: Sole Proprietorship ☐ Partnership ☐
 Corporation ☐

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

Have you ever failed to complete work awarded to you. If so, when, where and why?

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

By _____
(Signature)

**ATTACHMENT B
NON-COLLUSIVE AFFIDAVIT**

STATE OF _____

COUNTY OF _____

_____ being first duly sworn
deposes and says that:

BIDDER is the _____,
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public (Signature)

My Commission Expires: _____

ATTACHMENT C COST SCHEDULE

Cost Proposal

Equipment Specifications and System

Quantity	Brand (or Approved Equal)	Item #	Item Description	Price
			MAIN LEFT	
8	L'Acoustic	KARA II	Line Array Speakers	
1	L'Acoustic	LA4X	Amplifier	
1	L'Acoustic	M-BUMP	Flying Frame	
			MAIN RIGHT	
8	L'Acoustic	KARA II	Line Array Speakers	
1	L'Acoustic	LA4X	Amplifier	
1	L'Acoustic	M-BUMP	Flying Frame	
			SUBWOOFERS	
6	L'Acoustic	SB18	Subwoofer	
2	L'Acoustic	LA4X	Amplifier	
6	L'Acoustic	M-BUMP	Flying Frame	
			ORCHESTRA CENTER	
6	L'Acoustic	KIVA II	Line Array Speakers	
2	L'Acoustic	LA4X	Amplifier	
2	L'Acoustic	KIBU-2	Flying Frame	
2	L'Acoustic	CLAMP250	Pipe Clamps	
			FRONT FILLS	
8	L'Acoustic	5XT	Loudspeakers	
1	L'Acoustic	LA4X	Amplifier	
8	L'Acoustic	ETR-5	Horizontal Mounting Brackets	
			UNDER BALCONY FILLS	
8	L'Acoustic	5XT	Loudspeakers	
1	L'Acoustic	LA4X	Amplifier	
8	L'Acoustic	ETR-5	Horizontal Mounting Brackets	
8	SAI	CUSTOM	Hanger Arms	
			BALCONY DELAYS	
3	L'Acoustic	X12	Loudspeakers	
1	L'Acoustic	LA4X	Amplifier	
3	L'Acoustic	X-US1215	Vertical Mounting Brackets	
3	L'Acoustic	CLAMP250	Pipe Clamps	
			MICS & RECEIVERS	
16	Sennheiser	EW-DX Lavs	Head Mics	
16	Sennheiser	EW-DX	Wireless Belt Packs	
1	Sennheiser	EW-DX	Receiver	
			IN EAR MONITORS	
2	Sennheiser	XSW IEM SR	Transmitter	
24	Sennheiser	EK 2000- IEM	Wireless Receiver	
24	Sennheiser	IE 4	In Ear Earphones	
			CABLE	
3	Belden	5002UP	12/4 Speaker Cable – 1,000 Ft Roll	
100	Neutrik	NL-4	Speakon Connector	

			DSP & COMPUTERS	
1	MEYERUOND	816	Galaxy Processor	
2	L'Acoustic	LS-10	AVB Switches – US 120 V	
1	L'Acoustic	Rackmount	Rackshelf	
24	Whirlwind	BTX	Ethernet Jumpers	
12	Whirlwind	XLR	6 ft Jumpers	
12	Whirlwind	XLR	4 ft Jumpers	
12	Whirlwind	XLR	2 ft Jumpers	
			MOTOR & RIGGING	
4	ATL Rigging	1 T D8+SQP2	New Gen D+, 60 ft, lift, swivel, body hook (208-3-60, 16fpm, 1.5' P14 Power/Control w/ chain bag	
1	Motionlabs	1200-4-C- K-1414	4 Ch. Hoist Control, L21-30 P14 Out, 1HP w/remote	
4	Motionlabs	1400-05- 30-01-001	P14 Pin Multiable w/Dogclip6/7 100FT	
1	Motionlabs	1402-05- 39-01-001	Pin Male Hoist Remote Control Cable, Custom Yellow 100	
1	Motionlabs	5-Wire	5 Wire-25FT 10/5 UL	
1	Tomcat	Truss	Light Duty Truss – 5 to 10ft	
2	Tomcat	Clamps	Truss Clamps	
1	Rigging	Lot	S	
1	Installation	N/A	Design, Electrical, Programming/Testing	
TBD	Other Expenses	N/A	Mobilization/Travel/Lodging	
			TOTAL COST	\$

Price Structure

Please identify any challenges and/or difficulties you anticipate in providing services to City of Lauderhill and how you plan to manage them; what assistance will you require from City of Lauderhill?

Briefly describe your company's advantage in the marketplace.

Describe how your company would proactively approach generating additional cost savings for City of Lauderhill.

Please state how your company will proactively benchmark the marketplace and pass along any decreases or manufacture rebates in price.

Please indicate any additional "value added" services or programs not otherwise asked or disclosed herein that should be considered during the evaluation process.

ATTACHMENT D
CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

**ATTACHMENT E
SIGNATURE PAGE**

The undersigned attests to his (her, their) authority to submit this Submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;
2. The facts stated in the Proposer's response pursuant to Request for Submittals, instructions to Proposer and Specifications are true and correct in all respects;
3. The Proposer has read and complied with, and submits their proposal agreeing to all of the requirements, terms and conditions as set forth in the Request for Proposals.
4. The Proposer warrants all materials supplied by it are delivered to the CITY of Lauderhill, Florida, free from any security interest, and other lien, and that the Proposer is a lawful owner having the right to supply the same and will defend the conveyance to the CITY of Lauderhill, Florida, against all persons claiming the whole or any part thereof.
5. **Proposer understands that if a team is short listed and selected to make oral presentations to the selection committee and/or CITY, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations will result in that team's disqualification.**
6. The undersigned certifies that if the firm is selected by the City the firm will negotiate in good faith to establish an agreement.
7. Proposer understands that all information listed above may be checked by the City of Lauderhill and Proposer authorizes all entities or persons listed above to answer all questions. Proposer hereby indemnifies the City of Lauderhill and the persons and entities listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this _____ day of _____, 20__.
(If an individual, partnership, or non-incorporated organization)

Witness

Company

Printed

By

Title

Printed Name, Title

(If a corporation, affix seal)

Company

By

Attested by Secretary

Printed Name, Title

Incorporated under the laws of the State of _____.

CERTIFICATE
(For Partnership)

I HEREBY CERTIFY that a meeting of the partners of _____, a Partnership under the laws of the State of _____ held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that _____ as _____ of the Partnership, is hereby authorized to execute the Bid Form dated _____, 20____, between the City of Lauderhill, Florida, and this Partnership, and that the execution thereof, attested by the _____ of the Partnership be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

(Signature)

(Title)

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____ by _____ who ☐ is personally known to me or who ☐ has presented the following type of identification: _____.

Signature of Notary Public, State of Florida

Notary seal (stamped in black ink)

OR

Printed, typed or stamped name of
Notary and Commission Number

CERTIFICATE
(For Corporation)

I HEREBY CERTIFY that a meeting of the Board of Directors of _____, a corporation under the laws of the State of _____ held on _____, 20 ____, the following resolution was duly passed and adopted:

"RESOLVED, that _____, as _____ of the Corporation, is hereby authorized to execute the Bid Form dated _____, 20____, between the City of Lauderhill, Florida, and this Corporation, and that the execution thereof, attested by the Secretary of the Corporation and with corporate seal affixed, shall be the official act and deed of this Corporation".

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Secretary _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____ by _____ who ☐ is personally known to me or who ☐ has presented the following type of identification: _____.

Signature of Notary Public, State of Florida

Notary seal (stamped in black ink)
OR
Printed, typed or stamped name of Notary
and Commission Number

ATTACHMENT F

LIST OF SUBCONTRACTORS

The Proposal shall list below the names and business address of each subcontractor who will perform Work under this Proposal in excess of one-half of one percent of the Contractor's Total Proposal Price, and shall also list the portion of the Work that will be done by such subcontractor. The listing of more than one subcontractor for each item of Work to be performed with the words "and/or" will not be permitted. Failure to comply with this requirement will render the Proposal as non-responsive and may cause its rejection.

[illegible]

**ATTACHMENT G
PERFORMANCE REFERENCE
VERIFICATION SURVEY FORM**

RFP # _____

Vendors Name:
Agency Providing Reference:
Agency Contract:
Contact E-mail:
Contact Phone #:
Solicitation Name:

Please rate your experience with the vendor. The completed questionnaire form must be attached with your response. Thank you.

Please use the following rating scale to answer the questions:

Ratings: 1 Poor 2 Good 3 Exceptional 4 Not Applicable

1. Rate the level of commitment of the Contractor when performing the work. ____
2. Rate the competency and accessibility of the personnel performing the work. ____
3. Rate the vendor's success at keeping you updated and informed of problems and issues. ____
4. Rate the vendor's knowledge of procedures required by regulatory agencies. ____
5. Rate the vendor's ability to meet deadlines. ____
6. Rate the vendor's ability to complete punch list items. ____
7. Rate the vendor's commitment to safety. ____
8. Rate the level of comfort and confidence you had in the contractor during the project. ____
9. Rate the overall performance of the vendor. ____

Additional comments:

Vendor Name: _____ Title: _____
(Please print – Person completing survey)

Signature: _____ Date: _____
(Person completing survey)

Reference verified by City Employee: _____ Date: _____

**ATTACHMENT H
ACKNOWLEDGEMENT OF ADDENDUM**

RFP _____
TITLE _____

Acknowledgement is hereby made of the following Addenda received since issuance of Specifications:

Addendum No. _____-Dated _____

Addendum No. _____-Dated _____

Addendum No. _____-Dated _____

Name of Vendor's Service Contact: _____

Address: _____

Signature_____ Date_____

This page must be submitted with RFP. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.