



**REQUEST FOR PROPOSAL**

**THE CITY OF FOUNTAIN INN**

**RFP #2018-003**

**SOUND SERVICES AND EQUIPMENT**

**ISSUE DATE:  
MONDAY, MARCH 19<sup>TH</sup>, 2018**

**CLOSING LOCATION:**

**FOUNTAIN INN CITY HALL  
ATTN: ASHLEE TOLBERT  
200 NORTH MAIN STREET  
FOUNTAIN INN, SC 29644**

**CLOSING DATE AND TIME:  
MONDAY, APRIL 9<sup>TH</sup>, 2018 AT 12:00 NOON**

Three (3) paper copies of the proposal must be presented by 12:00 Noon ON APRIL 9<sup>TH</sup>, 2018. (Please show RFP # on the lower left corner of package.)

## SECTION I

### INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL

The City of Fountain Inn is a municipal corporation located in Greenville and Laurens Counties. The City provides vital services to City residents and requires capable and competent sound services and equipment for all of our special events.

The Contractor shall provide sound equipment and related services to the City for City sponsored special events at various times throughout the year. The Friday night music series is from 7 PM – 9:30 PM. The scheduled 2018 events are as follows:

- June 1, 8, 15, 22, 29 – Friday Night Music Series
- July 1 – 4<sup>th</sup> of July Celebration
- July 6, 13, 20, 27 – Friday Night Music Series
- August 3, 10, 17, 24, 31 – Friday Night Music Series

The above dates are subject to change. At the City's discretion, other events and/or locations may be added on an as-needed basis and Contractor shall provide the equipment and related services to the City at the pricing in the Fee Proposal.

## SECTION II

### GUIDELINES FOR PROPOSAL PREPARATION

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to The City of Fountain Inn in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

The City of Fountain Inn reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for The City of Fountain Inn's evaluation of the Vendor's proposal.

In order to address the needs of this procurement, The City of Fountain Inn encourages Vendors to work cooperatively in presenting integrated solutions, if necessary or desirable. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery of the services proposed in response to this RFP. The City of Fountain Inn will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, **and**
- A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between The City of Fountain Inn and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Management Approach
4. Detailed and Itemized Pricing
5. Appendix: References
6. Appendix: Project Team Staffing
7. Appendix: Company Overview

The detailed requirements for each of the above-mentioned sections are outlined herein.

## SECTION III

### INSTRUCTIONS

- 3.1 It is the sole responsibility of the **Vendor** to assure that it has received the entire Request for Proposal.
- 3.2 Vendors will be notified in writing of any change in the specifications contained in this RFP.
- 3.3 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the City of Fountain Inn. No employee of the City of Fountain Inn is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in this written RFP document and any amendments thereto.
- 3.4 **Right of Rejection and Clarification:** The City of Fountain Inn reserves the right to reject any and all proposals and to request clarification of information from any Vendor. The City of Fountain Inn is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
- 3.5 **Request for Additional Information:** Prior to the final selection, Vendors may be required to submit additional information which the City may deem necessary to further evaluate the Vendor's qualifications.
- 3.6 **Denial of Reimbursement:** The City of Fountain Inn will not reimburse Vendors for any costs associated with the preparation and submittal of any proposal, or for any travel and/or Diem costs that are incurred.
- 3.7 **Gratuity Prohibition:** Vendors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Fountain Inn for the purpose of influencing consideration of this proposal.
- 3.8 **Right of Negotiation:** The City of Fountain Inn reserves the right to negotiate with the selected Vendor the exact terms and conditions of the contract.
- 3.9 **Right of Rejection of Lowest Fee Proposal:** The City of Fountain Inn is under no obligation to award the project to the Vendor offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
- 3.10 **Exceptions to the RFP:** Vendors may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City of Fountain Inn, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of those exceptions.

- 3.11 **Indemnification:** Vendor, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Fountain Inn, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.
- 3.12 **Certificate of Insurance:** Vendor will be required to provide proof of insurance, including professional liability and workers' compensation evidencing that the contractor has a workers compensation insurance policy in force.
- 3.13 **Business License:** Vendor must hold or obtain a City of Fountain Inn business license before work for the City of Fountain Inn is to begin.
- 3.14 **Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Vendors shall become the property of the City of Fountain Inn when received.
- 3.15 **Copies:** Three (3) paper copies of the proposal must be submitted in response to the RFP.
- 3.16 **Contacts:** Vendors must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions must be submitted in writing and are to be submitted no later than Monday, April 1<sup>st</sup>, 2018 at 5:00pm. Questions regarding this request for proposal should be directed to:

Ashlee Tolbert  
Special Events and Community Development Manager  
E-mail: Ashlee.tolbert@fountaininn.org

- 3.17 **Contract:** The contract between the City of Fountain Inn and the contractor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, and (2) the proposal submitted by the contractor in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the City of Fountain Inn reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractors proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.
- 3.18 **Termination of Contract:** The City of Fountain Inn may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the City of Fountain Inn exercise its right to cancel the contract for such reasons, the cancellations shall become

effective on the date as specified in the notice of cancellation sent to the contractor.

- 3.19 **Notice of Award:** Notice of award will be posted on the City's website at [www.fountaininn.org](http://www.fountaininn.org).
- 3.20 **Public Viewing:** RFP is posted for public viewing at City Hall, 200 North Main Street, Fountain Inn, SC 29644, and on website at [www.fountaininn.org](http://www.fountaininn.org).
- 3.21 **Requests for RFP:** Copies of this RFP will be issued by email or can be download from the City's website at [www.fountaininn.org](http://www.fountaininn.org). A hard copy will be supplied upon request.

## **SECTION IV**

### **DETAILED RESPONSE REQUIREMENTS**

#### **EXECUTIVE SUMMARY**

The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of how the Vendor proposes to perform the scope of work.

#### **SCOPE AND APPROACH**

Include detailed information and technical expertise by type of work. This section should include a description of each major type of work being requested of the Vendor. The proposal should reflect each of the requirements listed in the Scope of Work Section of this RFP.

#### **PROJECT MANAGEMENT APPROACH**

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

#### **DETAILED AND ITEMIZED PRICING**

Include a fee breakdown by scope of work item and any projected expenses.

#### **APPENDIX: REFERENCES**

Provide three current corporate references for which you have performed similar work. Work for municipal corporations should be identified.

#### **APPENDIX: PROJECT TEAM STAFFING**

Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members. Describe

bonding process and coverage levels of employees. Affirm that no employees working on the engagement have ever been convicted of a felony.

#### **APPENDIX: COMPANY OVERVIEW**

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been offering Janitorial Services.

### **SECTION V**

#### **SCOPE OF WORK**

1. Introduction – The Contractor shall provide sound equipment and related services to the City for City sponsored special events at various times throughout the year. The Friday night music series is from 7 PM – 9:30 PM. The scheduled 2018 events are as follows:
  - June 1, 8, 15, 22, 29 – Friday Night Music Series
  - July 1 – 4<sup>th</sup> of July Celebration
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The above dates are subject to change. At the City’s discretion, other events and/or locations may be added on an as-needed basis and Contractor shall provide the equipment and related services to the City at the pricing in the Fee Proposal.

2. Personnel – Contractor shall provide the necessary personnel for the engineering, set-up, maintenance and tear down of the sound equipment. Contractor personnel must remain onsite during the entire event; for the set-up during the event, provide maintenance during the event and at the conclusion of the event for the tear down of the equipment. Personnel shall include, at a minimum, an engineer and a stagehand.
3. Equipment – Contract shall provide the following equipment at the events:
  - Concert microphone package
  - Speakers
  - Stands
  - All cables, cable covers
  - Mixing
  - Stage lighting

4. Location – The events will be held at Commerce Park or on Main Street in an outdoor atmosphere.

## **SECTION VI**

### **EVALUATION FACTORS FOR AWARD**

#### **CRITERIA**

Best and final offers may be allowed from responsible Consultants who submit responsive proposals that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in this RFP. An evaluation and selection committee will meet to consider all responsible and responsive proposals submitted and rank the proposals based on the criteria stated below. If a responder is eliminated during the evaluation process, the firm will be notified in writing.

The evaluation categories shall be as follows:

- Demonstrated Qualifications and Expertise
- Strong Background in sound equipment and special events
- Experience in providing sound during outdoor concerts
- Responsiveness of Proposal
- Past Performance and Local Government Experience
- Cost Proposal/Strategy

Each member of the evaluation committee will assign points to each applicable evaluation category based on a 1-5 scale according to the following scoring methodology:

- Five points (Excellent): The proposal addresses and exceeds all of the requirements described in the RFP.
- Four points (Very Good): The proposal addresses all of the requirements described in the RFP and, in some respects, exceeds them.
- Three points (Good): The proposal addresses all of the requirements described in the RFP in a satisfactory manner.
- Two points (Fair): The proposal addresses the requirements described in the RFP in an unsatisfactory manner.
- One point (Poor): The proposal fails to address the requirements described in the RFP or addresses the requirements inaccurately or poorly.

The City of Fountain Inn may at any time, at its discretion and without explanation to the prospective Vendors, choose to discontinue this RFP without obligation to such prospective Vendors.



**SECTION VII**

**NON-DISCRIMINATION STATEMENT**

The Vendor certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Fountain Inn or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of the Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract; entitling the City of Fountain Inn to declare the contract in default. Therefore, will exercise any and all applicable rights and remedies including but not limited to: cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation/payment due on a contract.

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**Signature**

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**Title**

**SECTION VIII**

**SOUND SERVICES AND EQUIPMENT**

I have read and understood the requirements set forth in this **RFP #2018.003** and agree to therewith.

**SUBMITTED BY:** \_\_\_\_\_

**VENDOR:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_\_) \_\_\_\_\_  
Area Code

**FAX:** (\_\_\_\_\_) \_\_\_\_\_  
Area Code