



REQUEST FOR PROPOSAL {RFP}  
PURCHASE AND INSTALLATION SERVICES  
FOR

CITY OF INDEPENDENCE  
MEMORIAL HALL AUDITORIUM  
2 PROJECTOR BLENDED IMAGE  
54' X 18' FRONT PROJECTED SCREEN, FLOWN; REPLACE CYCLORAMA DROP

ISSUED BY:

CITY OF INDEPENDENCE  
811 WEST LAUREL STREET  
INDEPENDENCE, KANSAS 67301

Mailing Address:  
City of Independence  
Attn: Memorial Hall Auditorium Project  
811 W. Laurel Street  
Independence, Kansas 67301

Proposals must be submitted  
**No later than 2:00 p.m. on April 22, 2021**  
There will not be a public opening for this RFP

Further information regarding this RFP Contact  
David Cowan, Assistant City Manager  
620.332.2528  
[davide@independenceks.gov](mailto:davide@independenceks.gov)

Issued: March 26, 2021



## Introduction:

This proposal provides for the Installation of a Projection System in the Memorial Hall Auditorium Theater to project backgrounds for sets, video playback, slideshows for lectures, or other purposes. An option has been included to provide a 44' wide and 18' tall projection screen and replace the 59' wide x 29' tall cyclorama backdrop. The following pages detail the Scope of Work and include equipment and labor required to install, setup, complete test functionality and train Memorial Hall Staff in operations.

Firms can view the auditorium by contacting Brian McHugh at 620-251-6126

## GENERAL INFORMATION

- a. The RFP is not be construed as creating a contractual relationship between the City and any firm submitting a response to this RFP
- b. The City shall have no obligation or liability to any firm responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
- c. The City may require follow-up oral interviews with the selected respondents and may require the respondents to participate in negotiations.
- d. The City reserves the right to reject any/or all responses, modify the scope with one or more of the respondents, and waive any/all requirements that the City deems to be in its best interest.
- e. By submitting this information, the firm has examined and understood this RFP and has become fully informed of all the RFP requirements. All terms and Conditions set forth in this document are accepted and must be incorporated in the submission unless an explicit exception is made to individual items and accepted by the City.
- f. By submitting a response, the firm represents that it has the ability to meet the requirements outlined herein.
- g. Firms should contact the City of Independence for further information or questions concerning this RFP.

After evaluating the responses, the City will make a selection based on the responses that best meet the City's needs, at the sole discretion of the City.



## Scope of Work/Cost Summary

- Provide and install two (2) Professional Projectors 12,600 lumens, native 16:10 (WUXGA) resolution fitted with short throw lenses. The projectors will be attached to the first electric batten with quick-release mounts should they need to be removed.
- Provide and install two (2) Kramer VP-794 Scalers for warp and blend to provide an ultra-widescreen image from a single graphic input. The Extron HDMI DA sends the image from the switcher to each Scaler.
- Extron Two Input HDMI Switcher allows input of more than one computer/playback device to the projector.
- The proposed cabling plan allows for the switcher and projector control to be at the current Front of House location since wing space/backstage areas at this venue are limited.

## Optional Projection Screen and Cyclorama

- Provide and install one (1) 54' x 18' front projection screen. Screen will be attached and flown from existing flybar.
- Provide and install one (1) 59' x 29' white cyclorama curtain. The curtain will have chain in pocket weigh at the bottom.

## Terms:

Schedule of values:   Equipment and material cost at delivery  
                                  Balance due upon completion and acceptance

A signed agreement and City-issued PO will be required before ordering any equipment, perform any engineering or design work, perform any shop assembly work or schedule any crews for on-site work.

## Taxes:

The City of Independence is Tax Exempt, and a certificate will be issued before start of work and provided to the award winner.

## General Conditions:



*"Delivering Excellence"*

The award winner is responsible for installing the proposed equipment and hiring the necessary contractors or subs to install needed electrical, conduit, carpentry, painting, or sheetrock work.

The award winner is responsible for a good faith estimate based upon a thorough visual inspection of the facility.

Responsibility of the award winner to determine the appropriate power and low voltage conduits required for the system.

#### Change Order:

Any changes to this contract or system design requested by the customer must be approved in writing before the changes being performed. Change orders involving additional expense will require city commission approval. Appropriate credit/debit is expected with approved change orders.

#### City Responsibility:

The City will have staff available during the Installation and staff available to make decisions on behalf of the City. The city will clear the auditorium of any events during regular work hours that would interfere with the system's Installation.

The City shall provide adequate space for equipment, including equipment racks and mounts. The area will be clean and temperature not exceeding 75 degrees in any rooms where equipment is located.

#### Training:

The award winner will provide adequate training of staff on the AV system operations, care and maintenance. Training is to be detailed in their proposal.

#### Warranty:



*"Delivering Excellence"*

Award winner shall honor the full factory warranty of all equipment for a minimum period of 1 year from the date of substantial project completion. Complete warranty details shall be detailed in the proposal including option for extended warranty

**Installation:**

Proposed Installation of the equipment in July 2021.

**Proposal:**

The City request a detailed proposal with a detailed description of equipment including:

- Quantity
- Manufacturer
- Model
- Description
- Price
- Equipment Total
- Warranty options
- Labor Total
- Overall Complete Project Cost

***The City of Independence reserves the right to reject to add or delete options after the proposal is awarded, and expects appropriate credit or debit for said options. The City of Independence reserves the right to accept or reject any or all bids or to waive any irregularities should any occur as may best benefit the City.***

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