

TEXAS MUNICIPAL LEAGUE (TML)
REQUEST FOR AUDIOVISUAL PROPOSAL (RFP)
RFP AV-033116

DEADLINE FOR SUBMITTING QUESTIONS
March 27, 2017 at Noon (CST)

DEADLINE FOR RECEIVING PROPOSAL
March 31, 2017 at Noon (CST)

Questions about this RFP or the response process should be submitted to audiovisualrfp@tml.org. Individual questions will not be answered by phone or email. Answers will be posted online at our audiovisual RFP Q&A page at <https://www.tml.org/audiovisualrfp>



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A. INTRODUCTION

The Texas Municipal League (hereinafter known as “TML”) is soliciting competitive proposals from qualified firms (hereinafter known as “PROPOSER”) to be the nonexclusive preferred provider of audiovisual services and equipment for the TML Annual Conference and workshops (optional). Services will be provided in a manner that maximizes savings to TML and provide the highest level of service to staff and users. The selected firm will be responsible for providing complete audiovisual services including equipment rentals, equipment set-up, as well as technical expertise, labor, and advice to TML. A detailed description of the scope of services is provided on pages 4-6.

Any proposal received after noon on March 31, 2017 whether by mail or otherwise will be returned unopened. One (1) original and two (2) copies of the proposal must be delivered in a sealed envelope labeled “Proposal – Audiovisual Services – RFP AV-033117” to the offices of the Texas Municipal League (TML) located at 1821 Rutherford Lane, Suite 400, Austin, Texas 78754-5101, Attention: Christina Corrigan, Director of Communications and Programs.

B. BACKGROUND

The Texas Municipal League is a non-profit association and is exempt from limited sales, excise, and use tax under Section 501(c)4. The Texas Municipal League exists solely to provide services to Texas cities. Since its formation in 1913, the League's mission has remained the same: to serve the needs and advocate the interests of its members.

The TML constitution states that the purpose of the League is to "render services which individual cities have neither time, money nor strength to do alone."

Service Statements

- Represent the interests of member cities before state and federal legislative, administrative, and judicial bodies at the state and federal levels.
- Conduct and sponsor an annual conference and other educational events to facilitate the study and exchange of information on relevant city government issues.
- Publish and circulate an official magazine and other publications, reports, and newsletters of interest to member cities.
- Alert member cities to important governmental or private sector actions or proposed actions which may affect city operations.
- Promote the interests of League affiliates (departments) and regions by providing organizational and technical assistance as directed by the Board and consistent with financial resources.
- Promote constructive and cooperative relationships among cities and between the League and governmental entities, councils of governments, the National League of Cities, educational institutions, and the private sector.
- Provide in a timely manner any additional services or information which individual members may request, consistent with the member cities' common interests and the League's resources.
- Provide administrative services to the League's risk pools so that quality coverages at reasonable and competitive prices are available to member cities and their employees.

The TML Annual Conference will be held in the following cities:

Dates	Year	Location
October 3-6	2017	Houston
October 9-12	2018	Fort Worth
October 8-11	2019	San Antonio
October 13-16	2020	Grapevine
October 5-8	2021	Houston

- *Past Attendance* - For the last five years, conference attendance has averaged 2,500 delegates, 800 spouses, and 2,000 exhibit personnel.
- *Format* - The TML Annual Conference is held the first or second week of October. The conference runs from Tuesday through Friday. Exhibit hall prepping begins on Sunday. Ballroom (and some meeting rooms) set-up begins on Monday. The majority of participants arrive on Wednesday afternoon and Thursday morning.

Tuesday

10:00 a.m.	TML Board of Directors Meeting (53 hollow square)
1:00 – 5:00 p.m.	Delegate Registration
2:00 p.m.	TML Resolutions Committee Meeting (150 Theater)

Wednesday

7:30 a.m. – 5:00 p.m.	Delegate Registration
10:30 a.m. – Noon	Opening General Session and Presentation of Awards (2,500-3,000 Theater)
Noon – 4:00 p.m.	Exhibit Hall Grand Opening (350+ vendors)
9:00 a.m. – 4:00 p.m.	TML Guest Hospitality Suite Open
2:00 – 4:45 p.m.	7 Concurrent Sessions (250-400 theater set in each room)

Thursday

7:30 – 8:45 a.m.	TML Risk Pools' Breakfast (900 Banquet set)
7:30 a.m. – 5:00 p.m.	Delegate Registration
8:00 a.m. – 4:00 p.m.	Exhibit Hall Open
8:00 – 9:00 a.m.	Continental breakfast in the Exhibit Hall
8:00 – 11:45 a.m.	10 concurrent Affiliates' Sessions (100 theater - 200 classroom)
9:00 – 11:45 a.m.	7 Concurrent Sessions (250-400 theater set in each room)
9:00 a.m. – 4:00 p.m.	TML Guest Hospitality Suite Open
Noon – 1:45 p.m.	Delegate Luncheon and Keynote Speaker (2,000-2,500 Banquet Set)
2:00 – 4:45 p.m.	7 Concurrent Sessions (250-400 theater set in each room)
2:00 – 5:00 p.m.	10 concurrent Affiliates' Sessions (100 theater - 200 classroom)
4:45 p.m. – Till Conclusion	Resolutions Question-and-Answer Session and TML Business Meeting

Friday

7:30 – 10:30 a.m.	Delegate Registration
8:00 – 9:00 a.m.	Continental breakfast in the Exhibit Hall
8:00 – 10:30 a.m.	Exhibit Hall Open
9:00 – 10:30 a.m.	10 concurrent Affiliates' Sessions (100 theater - 200 classroom)
9:00 – 10:15 a.m.	7 Concurrent Sessions (250-400 theater set in each room)
9:15 – 10:15 a.m.	TML Board of Directors Meeting (250-400 theater)
10:30 – 11:45 a.m.	Brunch and Closing Session (700 Banquet set)

C. CONTRACT TERM

The term of the agreement resulting from this RFP will be July 1, 2017 through June 30, 2021. Additionally, the agreement will include a one-year extension option to be exercised at the discretion of TML.

D. PROPOSER RESPONSIBILITY

It is the responsibility of each PROPOSER before submitting a proposal to:

- Examine thoroughly the Proposal document and other data identified in the Proposal document.
- Consider applicable laws (State and Union rules where applicable) that may affect cost, progress, performance, or furnishing of the work.
- Promptly notify TML of all conflicts, errors, ambiguities, or discrepancies which a PROPOSER has discovered in or between the Proposal document and such other related documents.
- Meet all deadlines established in the RFP.

E. SCOPE OF WORK

- 1) TML wishes to secure the services of a professional audiovisual services firm with direct experience and expertise in the convention and event industry. The PROPOSER shall furnish all labor, insurance, supervision, equipment, incidentals, and 24-hour security necessary to the provision of audiovisual services to TML. The firm shall provide qualified staff and management with technical and business expertise necessary for the effective, efficient, and profitable provision of services for large and small scale events including conventions, trade shows, and meetings. The successful PROPOSER will provide services that maximize revenues and create operational efficiencies for TML.
- 2) The scope of audiovisual services required of this RFP includes all areas of service typically offered in a first class conference. These services include, but are not limited to stage design/set, presentation services, microphones, audio mixers, screens, monitors, cameras, projectors (all types), lighting elements and equipment, other visual aids (e.g. easels, flipcharts, markers), and operational support equipment (including, but not limited to, equipment carts, appropriate drapes, skirts and masking, extension cords, connectors and patch cords) required to provide full service to TML.
- 3) Proposals shall be based on services being made available by the successful PROPOSER to TML.
- 4) PROPOSER shall contact client and/or their agent to determine audiovisual requirements. PROPOSER shall develop clear, concise and professional quality written proposals for TML review and acceptance. Computer Aided Design (CAD) drawings of services offered shall be provided wherever practical and appropriate.
- 5) PROPOSER shall employ, train, and supervise an adequate staff of personnel to provide efficient, prompt, and courteous service to TML. PROPOSER agrees to operate during all hours necessary to support event activities on the premises including event move-in and move-out. PROPOSER is expected to maintain available onsite staff sufficient to provide

support to events regardless of whether PROPOSER is the primary audiovisual service provider for the event. At a minimum, PROPOSER shall provide on-site staffing from 8:30 a.m. until 5:30 p.m. on Monday through Friday.

All staff provided by PROPOSER must be dedicated to providing the absolute highest standard of customer service to the TML staff and affiliates. PROPOSER shall ensure that all staff assigned to work at the TML Conference and events are continually trained in the operation of all the technical systems.

- 6) All staff provided by PROPOSER must dress appropriately when servicing our events. Preference is business casual.
- 7) The successful PROPOSER shall carry insurance naming each of their respective officers, agents, and employees as additional named insureds. The limits and types of insurance are explained in detail below.
- 8) The successful PROPOSER shall provide all equipment and supplies necessary to conduct business for which they will be contracted.
- 9) PROPOSER is expected to provide, at its own expense, its staff with the same radio equipment utilized by TML employees.
- 10) The successful PROPOSER shall obtain all licenses required under city, county, and state law to operate all services provided by the PROPOSER.
- 11) All employees of the successful PROPOSER will have successfully completed a criminal background check and drug testing.
- 12) The successful PROPOSER must have been in the audiovisual business for a minimum of five (5) years.
- 13) The successful PROPOSER shall comply with all applicable federal, state and local statutes, laws, ordinances, rules and regulations.
- 14) It is TML's right to demand performance by the successful PROPOSER that is in all ways satisfactory to TML. The TML Executive Director, Director, or designee shall retain the exclusive right to determine whether or not performance is satisfactory. In the event the successful PROPOSER's performance hereunder is deemed unsatisfactory, TML shall have the right to terminate the contract and all rights and obligations hereunder are hereinafter allowed.
- 15) Successful PROPOSER must maintain all equipment in good operating condition.
- 16) TML shall provide a limited amount of space for storage of successful PROPOSER's equipment during the TML Annual Conference. Such space will be allocated by TML, and TML reserves the right to change location of these spaces at its sole discretion.

- 17) PROPOSER shall provide one point of contact.
- 18) PROPOSER is responsible for their equipment and TML takes no responsibility of loss of or damage to the equipment. PROPOSER holds no right to charge TML for such damage and/or loss of equipment.

F. PROPOSAL REQUIREMENTS

Each proposal must address, at a minimum, the following items:

- 1) COVER LETTER / TRANSMITTAL LETTER
- 2) COMPANY INFORMATION/AUTHORIZED SIGNATORY
The written proposal shall be signed by an individual authorized to bind the PROPOSER. The proposal shall provide the name, title, address, and telephone number of individuals with authority to contractually bind the company and who may be contacted during the period of the agreement.
- 3) THREE BUSINESS REFERENCES
- 4) EXPERIENCE AND QUALIFICATIONS
The PROPOSER shall provide TML with sufficient documentation, including resumes as appropriate, to show that PROPOSER and their proposed staff are sufficiently experienced and qualified to provide the services required under this RFP. Evaluation of the proposing firm and its management staff's experience will be based on a record of providing a wide variety of audiovisual services in convention, event, theater, and concert settings.

PROPOSER should detail their firm's experience in audiovisual services and provide specific information on the types of facilities, their use, and size as well as any other pertinent information the PROPOSER feels will aid in the evaluation of the PROPOSER.

Include evidence of time in business providing audiovisual services. Please include evidence of the PROPOSER's fiscal solvency including verifiable materials which could include bank references, etc. Must also include disclosure and details of any pending lawsuits the PROPOSER is involved with.

- 5) STAFFING PLAN
PROPOSER should specify the number of staff that will be dedicated to operations at the TML Annual Conference. PROPOSER must provide position descriptions and qualifications for each position to be supplied for management and operations. PROPOSER should indicate how they propose to provide sufficient staffing and technical support to all events regardless of whether PROPOSER provides equipment (for example, LCD projector) for the event.

PROPOSER should submit a detailed organizational chart that identifies the firm's responsible officers, managers, and staff under the scope of their proposal as well as resumes of the firm's proposed on-site staff. Include a detailed explanation of all pre-employment screening and background checks performed by PROPOSER (drug tests,

criminal background checks as required by law, etc.). Please also include a statement of PROPOSER's Equal Employment Opportunity Policy.

6) **EQUIPMENT PLAN**

A detailed list of equipment anticipated to be provided by PROPOSER in fulfilling the requirements of the RFP. List should include quantity, make and model number of all proposed equipment. This list should indicate pricing list, labor rates, and other client service rates in this section.

7) **SUPPORT PROGRAM**

Describe the firm's ability to support the schedule and equipment demands of TML. Describe the firm's customer support program including hours of support, anticipated response, and resolution time. Provide a detailed description of the company's service standards, methods of measuring quality of service, and plans for continuous improvement in all aspects of the delivery of those services.

8) **IMPLEMENTATION PLAN**

Please describe your implementation plan to be able to provide the highest quality of services to TML and its affiliates beginning on October 3, 2017. Describe the process of managing an order for equipment and services from initial point of contact through installation, servicing, final invoicing, and resolution of any billing disputes.

9) **REQUIREMENTS OF TML**

List any requirements of TML your company deems necessary to implement the preferred contracted services arrangement.

10) **OTHER INFORMATION**

PROPOSER should provide any other information that would be helpful in evaluating the PROPOSER's ability to provide innovative and unique audiovisual services at the TML Annual Conference. Proposals that fail to meet the format guidelines may be considered non-responsive and disallowed from further consideration. TML reserves the right to delete or amend any of the services as listed and described herein. This document is intended to be used as the instrument to transmit proposals and to define the terms, conditions, and specifications desired by TML to receive proposals for audiovisual services. It is the intent of TML to select a single PROPOSER to supply the services necessary for successful completion of the proposal as defined herein. Nothing in this RFP is intended to restrict TML in any way in the selection of the proposal that best meets the needs of TML. TML reserves the right to reject any or all offers and to negotiate changes in proposals. All proposal preparation costs will be the sole responsibility of the PROPOSER.

G. GENERAL TERMS AND CONDITIONS

1. **SUBMITTAL OF DOCUMENTS**

PROPOSER shall submit one (1) original and three (3) copies of each proposal to the Texas Municipal League by NOON CST March 31, 2017. At the designated time and place, the Director or designee will record the proposals for the record. TML reserves the right to waive any irregularities in the proposal. TML will not be responsible for the payment of

any expenses incurred as a result of responding to the RFP. These documents constitute the complete set of specification requirements and forms. It is the responsibility of the PROPOSER to insure that all pages are included.

All proposals must be typed or written in ink, and must be signed in ink by an officer or employee having authority to bind the company. Any proposal received after March 31, 2017 at noon (CST) whether by mail or otherwise, will be returned unopened. Offers by telephone, telegram or facsimile shall not be accepted.

TML may issue written addenda to all recipients to clarify, comment, correct, or as otherwise required to facilitate the selection process. Should any questions require revisions to the specifications as originally published, such revision will be by formal written addendum only.

Questions about this RFP or the response process should be submitted to audiovisualrfp@tml.org. **Individual questions will not be answered by phone or email.** The only interaction that will take place between TML staff, and Proposer, is through the online Audiovisual RFP Q&A. Answers will be posted online at our audiovisual RFP Q&A page at <https://www.tml.org/audiovisualrfp>.

Selection of the audiovisual company will be made no later than May 1, 2017, and will be based on timely responses to the RFP.

2. RIGHTS & PRIVILEGES

Rights and privileges granted by TML shall not be assigned or transferred in any manner whatsoever without written approval of TML. At all times during the term of the contract the PROPOSER shall act as an independent contractor and at no time shall the PROPOSER be considered an agent or partner of TML. The PROPOSER shall obtain and pay for all permits, licenses, Federal, State and Local taxes chargeable to its operation.

3. LOBBYING PROHIBITED

PROPOSER shall not contact or lobby any TML personnel related or involved with this Request for Proposals. All communication must be through the online Audiovisual RFP. Any violation of this condition will result in rejection and/or disqualification of the PROPOSER.

4. DISCLOSURE AND DISCLAIMER

This RFP is being issued by TML. Any action taken by TML in response to proposals made pursuant to this RFP or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of TML or their advisors.

In its sole discretion, TML may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the

RFP. In its sole discretion, TML may determine the qualifications and acceptability of any party or parties submitting proposals in response to this RFP.

Following submissions of a proposal, the PROPOSER agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the PROPOSER, including the PROPOSER's affiliates, officers, directors, shareholders, partners and employees as requested by TML.

The information contained herein is provided solely for the convenience of the PROPOSER. It is the responsibility of the PROPOSER to assure itself that information contained herein is accurate and complete. Neither TML, nor their advisors provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with TML representatives or advisors, shall be at each PROPOSER's own risk. PROPOSER should rely exclusively on their own investigations, interpretations and analysis in connection with this matter. The RFP is being provided by TML without any warranty or representation, express or implied, as to its content; accuracy or completeness and no PROPOSER or other party shall have recourse to TML if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by TML that any proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

TML and its representatives shall have no obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. Neither TML nor its representatives warrant or represent that any award or recommendation will be made as a result of the issuance of this RFP. All costs incurred by the PROPOSER in preparing and responding to this RFP are the sole responsibility of the PROPOSER. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any difference between this Disclosure and Disclaimer and the balance of the RFP, the provisions of this Disclosure, and Disclaimer shall govern.

A formal presentation by the PROPOSER may be requested by TML. Such presentation shall be made before TML and may include one or more PROPOSER. Contract negotiation will take place with first choice of TML and if a suitable contractual arrangement cannot be made, negotiations will commence with the second choice or TML may at its sole option withdraw this RFP.

TML reserves the right to select the proposal which in the opinion and sole discretion of TML will be in the best interest of and/or most advantageous to TML. TML reserves the right to waive any irregularities and technicalities and may at its discretion request

resubmitted proposals. All expenses in preparing the proposal and any re-submittals shall be borne by the PROPOSER.

TML and the PROPOSER will be bound only if and when a proposal, as it may be modified, is approved and accepted by TML, and the applicable agreements pertaining thereto, are approved, executed and delivered by the PROPOSER and TML, and then only pursuant to the terms of agreements executed by the PROPOSER and TML. All or any responses to this RFP may be accepted or rejected by TML for any reason, or for no reason, without any resultant liability to TML.

5. DISCLOSURE OF PROPOSAL CONTENTS

All materials submitted become the property of TML. TML has the right to use any or all ideas presented in reply to this RFP. Selection or rejection of the proposal does not affect this right.

6. CONTRACT

The selected PROPOSER will be expected to enter into a formal agreement at the time of contract award. The successful proposal shall become an integral part of the contract, but may be modified by the provisions of the contract.

7. TERMINATION

The Contract may be terminated by TML at any time, with or without cause with 90 days written notice. In the event the Contract is terminated as provided herein, the Contractor shall be reasonably compensated for service rendered to the effective date of such termination, as mutually agreed upon.

8. INSURANCE REQUIREMENTS

The awarded PROPOSER shall obtain and maintain in force at all times during the term of the contract derived from this RFP insurance coverage pertaining to Public Liability, Property Damage and Workers Compensation in the following types and amounts:

- a. Comprehensive General Liability Insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
The insurer must provide in writing any change in insurance terms or conditions no later than 30 days in advance of the proposed change in coverage.
- b. Comprehensive Automobile Liability Coverage including owned and hired vehicles, in an amount not less than \$1,000,000 per occurrence.
- c. Workers Compensation and Employers Liability Insurance covering all employees engaged in the work under the agreement, in accordance with the laws of the State of Texas.
- d. Appropriate Comprehensive Property Insurance to cover the full replacement costs of any and all PROPOSER-owned property stored at TML.

During the life of the Contract, the successful PROPOSER shall procure and maintain all insurance listed above. Proof of insurance is required before the contract is signed.

9. EVALUATION AND AWARD

Upon receipt and evaluation of the Proposals, TML will make a selection of the apparent qualified Provider. The selection will be based on TML's determination of the most advantageous proposal meeting all the needs of TML. TML also reserves the right to reject all proposals if it is deemed in the best interest of TML to do so. TML will be evaluating each proposal in its entirety. There is no single element that will be used in making the selection of one company over another.

Some of the factors that will be considered included, but are not necessarily limited to (order of factors should NOT be construed to imply a ranking or weighting system):

- The PROPOSER's demonstration of a comprehensive understanding of the nature of audiovisual services at a first class convention center.
- The PROPOSER's demonstration of the extent to which they possess relevant experience with an operation of this nature.
- The responses obtained from references (either provided by the PROPOSER or through TML direct contact of current or former clients of the PROPOSER) as to the professionalism, thoroughness, courtesy, safety and reliability of the PROPOSER.

H. HISTORY SUMMARY

With the information provided below, provide rate/cost information to perform same service.

2016 Texas Municipal League Annual Conference and Exhibition

**Equipment/
Labor**

<i>EQUIPMENT</i>					
QTY	DESCRIPTION	RATE	DAYS	DISC.	TOTAL
Ballroom - Opening/Lunches (2500 Theater and 2,000 Banquet)					
AUDIO					
1	Flown Audio Package 2000	\$0.00	3	0%	\$0.00
2	Countryman Lectern Microphone	\$0.00	3	0%	\$0.00
3	Wireless Microphone Combo	\$0.00	3	0%	\$0.00
2	B/U Wireless Microphone Computer (Charged only if used)	\$0.00	3	0%	\$0.00
1	10-Pk. Clear Comm Communication System	\$0.00	3	0%	\$0.00
2	RAPCO Computer Audio One at Podium & One at Tech Table	\$0.00	3	0%	\$0.00
1	Audio Playback Computer Sports Sounds Pro / Dell XPS	\$0.00	3	0%	\$0.00
1	Vocal Microphone-Musical Entertainment-Opening General Session	\$0.00	1	0%	\$0.00
1	DI Box for Guitar (poss. mic)-Musical entertainment-Opening General Session	\$0.00	1	0%	\$0.00
2	Vocal Microphone-Musical entertainment-Luncheon	\$0.00	1	0%	\$0.00
2	DI Box for Guitar (poss. mic)-Musical entertainment-Luncheon	\$0.00	1	0%	\$0.00
1	Vocal Microphone-Musical entertainment-Brunch	\$0.00	1	0%	\$0.00
1	DI Box for Keyboard-Musical entertainment-Brunch	\$0.00	1	0%	\$0.00
				Audio Subtotal	
VIDEO					
2	15'X26'6" Rear Projection Screen (pricing reflects originally quoted 4:3 screens)	\$0.00	3		\$0.00
2	Staging Projector For Outboard Screen	\$0.00	3		\$0.00
2	Staging Projector For Outboard Screen for B/U @ N/C	\$0.00	3		\$0.00
1	Digital Distribution system.	\$0.00	3		\$0.00
2	Sony Broadcast Camera w/Tripod Studio Kit/CCU (one with dolly)	\$0.00	3		\$0.00
1	Sports Lens	\$0.00	3		\$0.00
1	Camera Riser Pkg	\$0.00	3		\$0.00
1	Laptop for Primary Show computer	\$0.00	1		\$0.00
1	Laptop for B/U Show Computer	\$0.00	3		\$0.00
1	Folsom Screen Pro II	\$0.00	3		\$0.00
1	MacBook Bro Digital Playback Pro System	\$0.00	3		\$0.00
1	AJA Ki Pro Digital Recording System	\$0.00	3		\$0.00
1	Aja Ki Pro Digital Recording System for B/U Record	\$0.00	3		\$0.00
1	LaCie Hard Drive for Media Files	\$0.00	1		\$0.00
2	42" Confidence Monitor w/foldback Stand	\$0.00	1		\$0.00
2	42" Confidence Monitor w/foldback Stand	\$0.00	3		\$0.00
1	Perfect Cue Light	\$0.00	3		\$0.00
1	Plexiglas Podium W/Light (set center stage)	\$0.00	3		\$0.00
1	Half Day for Set-up & Rehearsal of Teleprompting Equipment and Services (includes labor)	\$0.00	1		\$0.00
1	Show Day of Teleprompting Equipment and Services (includes labor)	\$0.00	3		\$0.00
				Video Subtotal	

LIGHTING

1	Flown State Wash Lighting Pkg.	\$0.00	1		\$0.00
1	Lift for Focusing Lighting	\$0.00	1		\$0.00
					Lighting Subtotal

LIGHTING

1	15'X45' Rear Projection Peroni Screen	\$0.00	1		\$0.00
2	20,000 Lumen Projector	\$0.00	1		\$0.00
2	20,000 Lumen Projector for B/U @ N/C	\$0.00	1		\$0.00
1	Media Server Apple Mac Pro for Super Wide Screen Playback @ N/C - Value of \$400 per day	\$0.00	1		\$0.00
					Lighting Subtotal

Ballroom Equipment Grand Total \$ _____

MEETING ROOMS					
		RATE	DAYS	TOTAL	
Monday-Friday					
Staff Room					
30	Walkie Talkies	\$0.00	1		\$0.00
10	Earpieces	\$0.00	3		\$0.00
4	Single Radio Chargers	\$0.00	3		\$0.00
1	Black and White printer	\$0.00	3		\$0.00
Exhibit Hall					
1	Comp Audio Patch to House Sound	\$0.00	3		\$0.00
1	4 Channel Audio Mixer	\$0.00	3		\$0.00
1	Wireless Hand Held Paging Microphone	\$0.00	3		\$0.00
1	Complimentary Laptop for Music	\$0.00	1		\$0.00
1	Complimentary Music Selection (see Chris Overbeek)	\$0.00	3		\$0.00
Ballroom - TML Board Meeting(Tuesday) (53 Hollow square)					
1	Comp Audio Patch to House Sound	\$0.00	1		\$0.00
1	Standard Package	\$0.00	1		\$0.00
1	Extron 605 Scaler	\$0.00	1		\$0.00
1	Data Decoder	\$0.00	1		\$0.00
1	12 Channel Audio Mixer	\$0.00	1		\$0.00
1	Tabletop Microphone @ Head Table	\$0.00	1		\$0.00
2	Wireless Hand Held Microphone	\$0.00	1		\$0.00
1	Complementary Presentation Remote	\$0.00	1		\$0.00
Ballroom- TML Small Cities (Wednesday) (53 Hollow square)					
1	Comp Audio Patch to House Sound	\$0.00	1		\$0.00
1	Tabletop Microphone @ Head Table	\$0.00	2		\$0.00
1	Wireless Hand Held Microphone	\$0.00	1		\$0.00
1	4 Channel Audio Mixer	\$0.00	1		\$0.00
TCAA Affiliates Day (200 Classroom set)					
1	Comp Audio Patch to House Sound	\$0.00	1		\$0.00
1	Standard Package	\$0.00	1		\$0.00
1	Laptop	\$0.00	1		\$0.00
1	Extron 605 Scaler	\$0.00	1		\$0.00
1	Data Decoder	\$0.00	1		\$0.00
1	Wireless Presentation Remote	\$0.00	1		\$0.00
1	Additional Screen	\$0.00	1		\$0.00
1	Additional LCD	\$0.00	1		\$0.00
1	Signal Distribution Amp	\$0.00	1		\$0.00
1	Complementary Presentation Remote	\$0.00	1		\$0.00

	Resolutions (Tuesday) (200-300 theater)			
1	Comp Audio Patch to House Sound	\$0.00	1	\$0.00
1	12 Channel Audio Mixer	\$0.00	1	\$0.00
1	Tabletop Microphone @ Head Table	\$0.00	3	\$0.00
1	Aisle Microphone	\$0.00	2	\$0.00
1	Podium Microphone	\$0.00	1	\$0.00
	Community Engagement Concurrent Sessions (200-300 theater)			
1	Comp Audio Patch to House Sound	\$0.00	3	\$0.00
1	Standard Package	\$0.00	3	\$0.00
1	Laptop	\$0.00	1	\$0.00
1	Extron 605 Scaler	\$0.00	3	\$0.00
1	Data Decoder	\$0.00	3	\$0.00
	City Showcase Concurrent Sessions (200-300 theater)			
1	Comp Audio Patch to House Sound	\$0.00	3	\$0.00
1	Standard Package	\$0.00	3	\$0.00
1	Laptop	\$0.00	1	\$0.00
1	Extron 605 Scaler	\$0.00	3	\$0.00
1	Data Decoder	\$0.00	3	\$0.00
1	Aisle Microphone	\$0.00	2	\$0.00
1	6 Mic-Input Audio Mixer	\$0.00	1	\$0.00
1	Complementary Presentation Remote	\$0.00	3	\$0.00
	Finance Track Concurrent Sessions (200-300 theater)			
1	Comp Audio Patch to House Sound	\$0.00	3	\$0.00
1	Standard Package	\$0.00	3	\$0.00
1	Laptop	\$0.00	1	\$0.00
1	Extron 605 Scaler	\$0.00	3	\$0.00
1	Data Decoder	\$0.00	3	\$0.00
1	Complementary Presentation Remote	\$0.00	3	\$0.00
	Infrastructure Track Concurrent Sessions (200-300 theater)			
1	Comp Audio Patch to House Sound	\$0.00	3	\$0.00
1	Standard Package	\$0.00	3	\$0.00
1	Laptop	\$0.00	1	\$0.00
1	Extron 605 Scaler	\$0.00	3	\$0.00
1	Data Decoder	\$0.00	3	\$0.00
1	Complementary Presentation Remote	\$0.00	3	\$0.00
	Friday Board Meeting (200-300 theater)			
1	Comp Audio Patch to House Sound	\$0.00	1	\$0.00
1	Podium Microphone	\$0.00	1	\$0.00
1	Tabletop Microphone @ Head Table	\$0.00	2	\$0.00
1	Wireless Hand Held Microphone	\$0.00	2	\$0.00
1	6 Mic-Input Audio Mixer	\$0.00	1	\$0.00
	Safety and Wellness Track (200-300 theater)			
1	Comp Audio Patch to House Sound	\$0.00	2	\$0.00
1	Standard Package	\$0.00	2	\$0.00
1	Laptop	\$0.00	1	\$0.00
1	Extron 605 Scaler	\$0.00	2	\$0.00
1	Data Decoder	\$0.00	2	\$0.00
	TPWA Board Meeting (30 Conference style)			
1	Comp Audio Patch to House Sound	\$0.00	1	\$0.00
1	Standard Package	\$0.00	1	\$0.00
1	Complementary Presentation Remote	\$0.00	1	\$0.00

Opening/Luncheon-Labor				
QTY		RATE	HOURS	TOTAL
Ballroom-Load in/Set-up				
1	Project Manager	\$0.00	0	\$0.00
1	Video Specialist	\$0.00	0	\$0.00
1	Projectionist	\$0.00	0	\$0.00
2	Video Technicians	\$0.00	0	\$0.00
1	Audio Specialist	\$0.00	0	\$0.00
2	Audio Assist	\$0.00	0	\$0.00
1	Lighting Specialist	\$0.00	0	\$0.00
2	Scenic Hand	\$0.00	0	\$0.00
1	Scenic Lead	\$0.00	0	\$0.00
2	Lighting Hand	\$0.00	0	\$0.00
2	Riggers	\$0.00	0	\$0.00
2	Truck Loaders	\$0.00	0	\$0.00
Ballroom--Finish Set-up/Pre rehearsal: 9-9:30-Go Through Lighting/Sound/Slides				
1	Project Manager	\$0.00	0	\$0.00
1	Producer	\$0.00	0	\$0.00
1	Projectionist	\$0.00	0	\$0.00
1	Video Specialist	\$0.00	0	\$0.00
1	Graphic/Tape Op	\$0.00	0	\$0.00
1	Audio Specialist	\$0.00	0	\$0.00
1	Audio Assist	\$0.00	0	\$0.00
1	Lighting Specialist	\$0.00	0	\$0.00
1	Teleprompter for Set-up (labor included in pkg)	\$0.00	0	\$0.00
Ballroom --Rehearsals/Sound Checks: 9-10:30AM/Opening General Session/Awards: 10:30AM-12PM				
1	Project Manager	\$0.00	0	\$0.00
1	Producer	\$0.00	0	\$0.00
1	Projectionist	\$0.00	0	\$0.00
1	Video Specialist	\$0.00	0	\$0.00
2	Camera Operator	\$0.00	0	\$0.00
1	Graphic/Tape Op	\$0.00	0	\$0.00
1	Audio Specialist	\$0.00	0	\$0.00
1	Audio Assist	\$0.00	0	\$0.00
1	Lighting Specialist	\$0.00	0	\$0.00
Ballroom-Charged to Risk Pool Breakfast (7:30-8:45AM)				
1	Project Manager	\$0.00	0	\$0.00
1	Video Specialist	\$0.00	0	\$0.00
1	Audio Specialist	\$0.00	0	\$0.00
1	Lighting Specialist	\$0.00	0	\$0.00
Ballroom-Delegate Luncheon (Noon-1:45 PM)				
1	Project Manager	\$0.00	0	\$0.00
1	Producer (to call show & rehearsal)	\$0.00	0	\$0.00
1	Projectionist	\$0.00	0	\$0.00
1	Video Specialist	\$0.00	0	\$0.00
2	Camera Operator	\$0.00	0	\$0.00
1	Graphics/ Tape Op	\$0.00	0	\$0.00
1	Audio Specialist	\$0.00	0	\$0.00
1	Audio Assist	\$0.00	0	\$0.00
1	Lighting Specialist	\$0.00	0	\$0.00
1	Teleprompter for Set-up (labor included in pkg)		0	
Ballroom-Brunch (10:30-11:45 AM)				
1	Project Manager	\$0.00	0	\$0.00
1	Producer (to call show & rehearsal)	\$0.00	0	\$0.00
1	Projectionist	\$0.00	0	\$0.00
1	Video Specialist	\$0.00	0	\$0.00
2	Camera Operator	\$0.00	0	\$0.00
1	Graphics/ Tape Op	\$0.00	0	\$0.00
1	Audio Specialist	\$0.00	0	\$0.00
1	Audio Assist	\$0.00	0	\$0.00
1	Lighting Specialist	\$0.00	0	\$0.00

QTY	Ballroom-Strike	RATE	HOURS	TOTAL
1	Project Manager	\$0.00	0	\$0.00
1	Video Specialist	\$0.00	0	\$0.00
1	Projectionist	\$0.00	0	\$0.00
2	Video Technician	\$0.00	0	\$0.00
1	Audio Specialist	\$0.00	0	\$0.00
2	Audio Assist	\$0.00	0	\$0.00
1	Lighting Specialist	\$0.00	0	\$0.00
2	Lighting Hand	\$0.00	0	\$0.00
1	Scenic Lead	\$0.00	0	\$0.00
2	Scenic Hand	\$0.00	0	\$0.00
2	Rigger	\$0.00	0	\$0.00
2	Truck Loaders	\$0.00	0	\$0.00
1	Teleprompter for Set-up (labor included in pkg)		0	\$0.00
	Total Labor Cos/Opening/Lunches/Risk Pool Breakfast/Brunch			

Meeting Room Labor

QTY		RATE	HOURS	TOTAL
1	Meeting Room Coordinator	\$0.00	0	\$0.00
2	Meeting room Technician	\$0.00	0	\$0.00
1	Meeting room Coordinator	\$0.00	0	\$0.00
2	Meeting room Technician	\$0.00	0	\$0.00
2	Meeting room Technician	\$0.00	0	\$0.00
1	Meeting room Coordinator	\$0.00	0	\$0.00
1	Meeting room Technician	\$0.00	0	\$0.00
1	Meeting room Technician	\$0.00	0	\$0.00
1	Meeting room Coordinator-Overtime-set rooms late into evening	\$0.00	0	\$0.00
1	Meeting room Technician-Overtime-set rooms late into evening	\$0.00	0	\$0.00
1	Meeting room Technician-Overtime-set rooms late into evening	\$0.00	0	\$0.00
1	Meeting room Coordinator	\$0.00	0	\$0.00
2	Meeting room Technician	\$0.00	0	\$0.00
2	Meeting room Technician	\$0.00	0	\$0.00
1	Audio Operator For IRP Board Meeting	\$0.00	0	\$0.00
1	Meeting room Coordinator	\$0.00	0	\$0.00
2	Meeting room Technician	\$0.00	0	\$0.00
1	Meeting room Coordinator	\$0.00	0	\$0.00
4	Meeting room Technician	\$0.00	0	\$0.00
	Meeting Room Labor			\$0.00
	Ballroom			
	General Session, and Luncheons Equipment			
	General Session, Lunch and Brunch Labor			
	Miscellaneous			
			Subtotal	
	Meeting Rooms			
	Retail Equipment			
	Equipment Discount			
	Labor			
			Mtg Rm Subtotal	
	Other Services/Media			
	Media Production			
			Program Total	
			Grand Total	

I. Equipment Price Summary

Provide prices for the following equipment

<p>Video & Data Projectors Daily Rate <i>Quantity_____ Projectors (Capable of both Video & Data)</i> LCD Projector-Portable (2,000+ lumen) LCD Projector-Conference (3,500+ lumen) LCD Projector-Staging (6,500+ lumen) DLP Projector-Staging (4,500+ lumen) DLP Projector-Staging (10,000+ lumen) DLP Projector-Staging (11,500+ lumen) 35mm Xenon High Intensity Slide Projector</p> <p>Flat Screen Technology <i>Quantity_____ Flat Screen Displays</i> Ranging from 18" LCD Data Displays to 65" Plasma Displays capable of both Video and Data 18" LCD Flat Screen Display 20" LCD Flat Screen Display 32" LCD Flat Screen Display 37" LCD Flat Screen Display</p> <p>42" Plasma Flat Screen Display 50" Plasma Flat Screen Display 65" Plasma Flat Screen Display (16:9, SVGA)</p> <p>Audio Equipment Daily Rate <i>Quantity_____ Microphones of all Varieties (Wired and Wireless)</i> Standard Lavalier or Lectern Microphone Specialty Lavalier or Lectern Microphone Digimic Executive Conference Microphones Wireless Microphone System (UHF) Press Feed Unit 4 Channel Mono Mixer</p> <p>Digital Players/Recorders DVD Player – Consumer DVD Player – Professional DVCam, Recorder (DSR 1800) Doremi Digital Disk Player/Recorder</p> <p>Lighting & Rigging Systems Available</p>	<p>Meeting Support Daily Rate <i>Quantity_____ Overhead Projectors</i> Flipchart w/ Pad and Markers Laser Pointer Digital Speaker Timer Rolling Cart w/Skirt Safelock Projection Stand 35mm Slide Projector w/Remote 35mm Xenon High Intensity Slide Projector Overhead Projector 27" Video Monitor 35" Video Monitor VHS Video Player Standing Lectern Walkie Talkie Radio w/Charger</p> <p>Computers & Peripherals Show Rate Pentium IV Desktop (2.6GHz/512MB RAM/DVD/CDRW) Pentium IV Minitower (2.4GHz/2GB RAM/DVDRW) Pentium IV Laptop (2GHz/256MB RAM/CDRXP) <i>All include 17" monitor, keyboard, mouse, Win2000</i></p> <p>HP Laser Printer (40 PPM) HP Laser Printer 11 x 17</p> <p>Screens Front and Rear <i>Quantity _____ Tripod Screens</i> Ranging in size from 7' in width to 60' in width. 60" x 60" Tripod Screen 70" x 70" Tripod Screen 96" x 96" Tripod Screen 6' x 8' Fast Fold with skirt (Front and Rear) 7.5' x 10' Fast Fold with skirt (Front and Rear) 9' x 12' Fast Fold with skirt (Front and Rear) 10.5' x 14' Fast Fold with skirt (Front and Rear) 12' x 16' Fast Fold with skirt (Front and Rear) 15' x 20' Fast Fold with skirt (Front and Rear) 18' x 24' Fast Fold with skirt (Front and Rear)</p>
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END OF RFP