

Washington County
Convention and Tourism Office

Request For Proposal for:
Replacing the Existing Exhibit Hall Lighting System
With an Upgraded More Useable and
Lumen Appropriate LED replacement System
At the Dixie Convention Center.

Send to:

Milo M. Hughes
1835 Convention Center Drive, St. George, UT 84790
miloh@dixiecenter.com

Deadline for proposal is Friday, January 21, 2022

1. Contract Description

The Dixie Convention Center is seeking proposals from interested and qualified companies to replace the existing Lighting system of the Dixie Convention Center's Exhibit Hall with an upgraded LED system with more useable options, which has the appropriate illumination for the area, that can be dimmable and have individual fixture addressability. Proposals must include the removal of any discarded portions of the old system and installation of a suitable replacement for the old system. It must include any labor charges, cabling, additional electrical work needed, control systems, freight charges, any factory authorized start up services, everything needed for a finished and useable product. Also a time line during which the work will be completed, that will also work around events that are already scheduled for that space.

2. Background:

The Dixie Center is located at 1835 South Convention Center Drive, St. George, Utah 84790, and hosts conventions, trade shows, and other special events. The Dixie Center exhibit hall is a 190' x 245' (46,500 square-foot) space with 30 feet of ceiling height, with a moveable air-wall that creates 5 different sizes of usable spaces. The exhibit hall currently has 56 Mercury Vapor light fixtures divided into 12 different switches. There are also 99 Par 65 Can lights that will not be replaced or used after the upgrade.

3. Proposal Submittal Procedure.

Proposals may be submitted in hardcopy or digital format. Proposals must be marked or the email subject line must read “DCC Exhibit Hall Lighting Upgrade.” They are due in the Dixie Center Administration office by 11:00 a.m. local time on Friday, January 21, 2022. A public opening of the proposals will be held at 11:30 a.m. local time on January 21, 2022 in the Dixie Center Administration office. All proposals must be valid for a 3 month period.

The following factors will be evaluated and scored before making a final selection. The percentage allocation of each factor is also provided.

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|-------------------------------|-----|
| RFP Checklist and Certificate | 2% |
| Background and Experience | 13% |
| Project Description | 30% |
| System Implementation | 20% |
| Additional Information | 5% |
| Budget | 30% |

The following comprehensive description of each factor provides the materials that should be submitted for a complete proposal:

- A. RFP Checklist and Certificate. Complete a proposal checklist and sign the certificate.
- B. Background and Experience. Provide a brief summary of the history of your company, including the number of years it has been engaged in design build services, number of employees, organization structure, and background of the principal personnel. Provide at least three (3) references from entities for which you have provided design build services. Include the name, title, email, and telephone number of contact persons, as well as a brief description of the scope of each project.
- C. Project Description. Provide a written description of the proposed design build, including but not limited to: system features and functions, technical and support requirements, etc.
- D. System Implementation. Provide a proposed project plan and schedule for integration.
- E. Additional Product Information. Provide a brief description of each of the following:
 - a) A complete itemized list of equipment (with pricing)
 - b) Training resources that will be available;
 - c) Ongoing maintenance and Support;
 - d) Implementation schedule, indicating the estimated number of days for each stage of implementation and for completion of the overall project; and

- e) Describe the nature and level of involvement that you expect will be required from the County IT department during implementation of the system and in ongoing operations.
- F. Project Budget. Provide a detailed cost proposal including equipment, labor, programming, etc.

4. Policy and Open Records

This Request for Proposals does not constitute a contract. The Dixie Convention Center reserves the right to accept or reject any proposal and may elect not to proceed with any proposal. No agreement with the Dixie Center is in effect until both parties have signed a contract.

Proposals will be subject to records requests under the Utah Government Records Access and Management Act. Questions about public access to the applicant's full proposal may be directed to the Washington County records management department pursuant to the Government Records Access and Management Act.

5. Selection Process

No proposal will be opened until after the submission deadline. The contents of the proposals will not be disclosed during the process of negotiation. The Dixie Convention Center may disclose to the public the names of those who have submitted proposals. A register of proposals, including name and proposal price, will be prepared and filed in the Office of the Washington County Commission and will be open for public inspection after the contract is awarded. Each proposal will be evaluated on the criteria outlined in the Proposal Submittal Procedure section. After an initial review and evaluation of each of the proposals, the firms submitting the most highly rated proposals may be asked to come in for further discussions prior to final selection. The Dixie Center reserves the right to award a contract without holding further discussions in the event the written proposals provide a clear preference on the basis of the criteria described.

Proposals will be accepted until Friday January 21, 2022 11:00 am at the Dixie Convention Center at St. George, 1835 Convention Center Drive St. George, UT 84770. Proposals may also be submitted by email with the subject line "DCC Exhibit Hall Lighting Upgrade." to MiloH@DixieCenter.com. Questions regarding the proposal may be directed to:

Milo Hughes
Dixie Convention Center
(435) 628-7003
MiloH@DixieCenter.com

RFP CHECKLIST

Washington County Convention and Tourism Office
Request for Proposals: DCC Exhibit Hall Lighting Upgrade

Firm
Address City State Zip
Phone (day)
Email Website (optional)

To assure that your RFP is complete, please enclose the following items:

- RFP Checklist and Certificate
- Background and Experience
- Project Description
- Project Implementation
- Additional Product Information
- Project Budget

Certification

I certify that all statements made in regard to this proposal are true to the best of my knowledge under penalty of perjury. I acknowledge that the Washington County Convention and Tourism Office nor the Dixie Convention Center, is not liable for loss or damage to work submitted.

Signature Date

Deadline for Submission of Proposal: Friday, January 21, 2022 at 11:00 a.m.

Submit to: Dixie Center at St. George
Milo Hughes
1835 Convention Center Drive
St. George, UT 84790
(435) 628-7003
MiloH@DixieCenter.com