

Washington County
Convention and Tourism Office

Request for Proposal for:
Replacing the existing projectors and screens throughout
the Dixie Convention Center with projectors of a higher quality,
and more appropriate lumens and to replace the existing screens with
higher quality and more appropriately sized screens for the rooms they are in.

Send to:

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

Deadline for proposal is Monday, September 12, 2022

1. Contract Description

The Dixie Convention Center is seeking proposals from interested and qualified companies to replace the audio visual projectors, screens and some monitors throughout the Dixie Convention Center. Proposals will provide us with laser projector replacements and ceiling mounts when needed, that have the appropriate lumens for the rooms that they are in. Also electric drop down screens of the appropriate size, aspect ratios and materials compatible with the projectors being used for that room. Also there are 4 suites that need wall mounted 75" or larger TV's that can accept a variety of connections for computer hook ups. Proposal must also include the installation of the equipment following all of the safety regulations for a hanging projectors with the appropriate cables, clamps safety cables, etc. Proposal must also include the seamless integration of the projectors and screens into the rest of our Crestron smart building equipment. Proposal must include all other equipment, licenses, fees, labor charges, cabling, additional electrical work, 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 these spaces. If Projector hanging hardware that is already in place can be used with the new proposed equipment, that equipment may be used in order to save on expenses.

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 has 16 rooms that have or routinely use audio visual equipment during these events that are all inter-connected through our Crestron Smart Building System.

The Ballroom has the options of being 1 large open room or 6 separate rooms or combinations of different size rooms by using an airwall system. Each room has a ceiling mounted projector and an electric screen. There is also a processor in the ceiling by each of the projectors that the projector

connects to that talks to and takes commands from the Crestron system. Each room also has a wall plate and a control panel that connects to the main Crestron controller. The control panel turns on the projector, lowers the screen and you can manually adjust the microphone volumes and other source volumes. The wall plate is the source input into the Crestron system for both computers and sound.

The Garden Room has the same basic set up with 1 projector and 1 screen.

The Sunbrook and Entrada rooms have the same basic set up but with 4 projectors and 4 screens.

The Auditorium has a similar set up with 1 projector and 1 screen.

The Green Springs Board Room has 1 projector and 1 screen also tied into the Crestron system.

The 4 suites each have a wall mounted TV/Monitor. The new monitors need to be centered to the room.

3. Proposal Submittal Procedure.

Proposals may be submitted in hardcopy or digital format. Proposals must be labeled as or the email subject line must read **“DCC AV Upgrade.”** They are due in the Dixie Center Administration office by 1:00 p.m. local time on Monday, September 12, 2022. A public opening of the proposals will be held at 1:30 p.m. local time on Monday, September 12, 2022 in the Dixie Center Administration office. All proposals must be valid for a 2-month period. The awarding of the contract will happen at a later date after a review of each proposal.

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

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 Monday, September 12, 2022 1:00 pm 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 AV Upgrade.”** to MiloH@DixieCenter.com. Questions regarding the proposal may be directed to:

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

