



DIXIE  
CONVENTION  
CENTER

## Request for Proposal

### Ballroom Airwall Recovering

### Dixie Convention Center

Issued by:  
Dixie Convention Center  
1835 Convention Center Drive  
St. George, UT 84790

Issue Date:

Mar 17, 2026

Closing Date:

Apr 21, 2026

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# 1. Project Overview

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## 1.1 Summary

The intent of the Request for Proposal (RFP) is to select a contractor for the installation of new airwall coverings at the Dixie Convention Center (DCC) located at 1835 Convention Center Drive St. George, UT 84790. Bids due Apr 21<sup>st</sup>. The contractor will be selected\* after Apr 21<sup>st</sup>, with the actual start of work scheduled around the DCC's event calendar.

\*(requires commission approval)

## 1.2 Point of Contact

Name:	<b>Jared Stephenson</b>
Title:	Director
Address:	1835 Convention Center Drive, St. George, UT 84790
Phone:	435-301-7788
E-Mail:	jareds@washco.utah.gov

## 1.3 Dixie Convention Center - Overview

The Dixie Convention Center is a government-owned and operated facility, located in St. George, Utah, that stands as a premier venue designed to host a diverse array of events, meetings, and conventions. Nestled against the stunning backdrop of southwestern Utah, this state-of-the-art facility seamlessly blends modern amenities with the area's natural beauty.

The Dixie Convention Center serves as a versatile space capable of accommodating a wide range of events. From corporate conferences and trade shows to community gatherings and cultural events, the venue's flexible layout caters to various needs. Equipped with well-appointed meeting rooms, conference halls, and exhibition spaces, the center provides a dynamic environment for both large-scale conventions and intimate business meetings.

In essence, the Dixie Convention Center stands as a cornerstone of event hosting in St. George, providing a sophisticated and welcoming space for diverse gatherings, fostering collaboration, and creating lasting memories.

## 2. Scope of Work

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### **2.1 Expectations**

The Scope of Work requires the selected contractor to furnish all necessary labor, materials, equipment, supervision, disposal, permits (if applicable), insurance, and incidentals to remove and replace the old carpeted face material on the airwalls (movable/operable partitions) in the Ballroom at the Dixie Convention Center in St. George, Utah—a 13,205-square-foot divisible space with 21-foot ceiling height, capable of configurations into multiple sections for events, banquets, and meetings. Work shall include careful removal and off-site disposal of existing carpeted panel facings, any underlying adhesives, trim, or damaged components while protecting adjacent surfaces, tracks, mechanisms, fixed elements, lighting/AV systems, and other venue features from damage; inspection and minor repairs to panel frames/substrates as needed for sound structural integrity and proper operation; supply and professional installation of new commercial-grade carpeted face material (durable, acoustically appropriate fabric/carpet suitable for high-traffic public assembly use, fire-rated, stain-resistant, and color/pattern-matched to Owner specifications or approved samples), ensuring tight, wrinkle-free application, precise edge trimming, seamless integration at panel joints/edges, and compatibility with the operable wall system's movement and acoustic performance; daily site cleanup, final detailing, and correction of any deficiencies during Owner inspection. Installation must be phased and scheduled during off-hours or non-event periods in coordination with Dixie Center staff to minimize disruption to ongoing operations, with exact panel quantities, dimensions, and existing conditions to be verified during a mandatory site visit.

## 2.2 Photos



**Additional Notes:**

**Compliance and Safety:**

- Regulations Compliance: Ensure the system meets all local, state, and federal regulations concerning electrical safety, data protection, and accessibility.

**Project Management:**

- Timeline: Adhere to a project timeline that includes milestones for design approval, procurement, installation, testing, and commissioning.
- Budget Management: Manage the project within the agreed budget, providing regular updates on expenditure and any potential cost overruns.

### 3. General Instructions

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#### 3.1 Procurement Schedule

Procurement Schedule	
Event	Dates
RFP Issued.	Mar 17 <sup>th</sup> , 2026
Requests for Walk-Through Accepted	Mar 17 <sup>th</sup> – Apr 21 <sup>st</sup> , 2026
Proposals Due	April 21 <sup>st</sup> , 2026
Contract Award	After April 21 <sup>st</sup> (Commission approval required)

#### 3.2 Point of Contact

Name:	Jared Stephenson
Title:	Director
Address:	1835 Convention Center Drive, St. George, UT 84790
Phone:	435-301-7788
E-Mail:	jareds@washco.utah.gov

#### 3.3 Submission Deadline

To receive consideration, responses to this RFP must be received no later than 4:00 p.m. MST on **April 21<sup>st</sup>, 2026**. Electronic and hard copy proposals are each acceptable.

Prior to the submission deadline, Washington County may amend or clarify the RFP in the case of any discrepancies or omissions. Any change will be posted as a formal written addendum on the Washington County website. In the event of a revision to the RFP after the closing date, candidates will have an opportunity to refine, submit or resubmit their proposals.

### **3.4 Questions and Responses**

Questions or comments concerning this RFP must be submitted to the point of contact no later than the proposal due date as indicated in the procurement schedule. Responses to questions or other written requests for clarification may be posted by the DCC. DCC also reserves the right to determine or decline to answer any question or questions or to provide a single consolidated response of all matters they choose to respond to in any manner at their sole discretion.

### **3.5 Proposal Requirements**

The proposal shall include all the following:

- Estimated total cost and fee schedule.
- Any comments, clarifications, or qualifications to the scope of service upon which the proposal is based.
- Summary of the applying company and description of similar project experience

### **3.6 Dixie Center Walk-Through**

Walk-throughs and access to the Dixie Convention Center are available by request. Availability is limited by events occurring in the building. Walk-through requests will be accommodated up to proposal due date. Requests should be directed to the point of contact.

### **3.7 Selection Process**

The contents of the proposals will not be disclosed during the negotiation process. The Dixie Convention Center may disclose the names of those who have submitted proposals to the public. Each proposal will be evaluated based on the criteria outlined in the Proposal Submittal Procedure section. Following an initial review and evaluation of each proposal, the firms submitting the most highly rated proposals may be invited for further discussions before the final selection. The Dixie Center reserves the right to award a contract without holding additional discussions if the written proposals clearly indicate a preference based on the specified criteria. Washington County will either award an appointment in whole, or in part, or will announce that no appointment will be made. There is

no implicit or explicit guarantee that any candidate will be selected and that a contract will proceed. The Dixie Convention Center reserves the right to accept or reject any or all proposals.

## 4. Terms and conditions of the RFP

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All Candidates who submit a proposal in response to this RFP acknowledge that they have each read and understand this RFP and agree to be bound by the terms and provisions of this RFP including, but not limited to, the following:

### **4.1 Candidate Pricing**

All prices, quotes, or proposals shall remain firm for the duration of the RFP process regarding this RFP and until a contract regarding this RFP is executed by Washington County and a Candidate; or if Washington County decides not to enter into a contract with any Candidate to provide the services sought through this RFP.

### **4.2 Governing Law and Exclusive Jurisdiction and Venue**

Any contract between Washington County and a Candidate regarding this RFP will be interpreted, construed, and given effect according to the laws of the state of Utah and the ordinances of Washington County, and the courts within Washington County, Utah shall have the sole and exclusive jurisdiction and venue regarding any such contract. No contract will be assigned, in whole or in part, without the written consent of Washington County.

### **4.3 Licensing**

The selected Candidate shall obtain all applicable federal, state, and local licenses before any contract between Washington County and the Candidate regarding this RFP is executed. The selected Candidate must maintain such licenses for the duration of the contract between Washington County and the Candidate regarding this RFP.

### **4.4 Modifying or Withdrawing Proposals**

Candidates may modify or withdraw their proposals at any time prior to the deadline set for Candidates to timely submit a proposal in response to this RFP.

### **4.5 Independent Contractor**

Any Candidate that enters into a contract with Washington County regarding this RFP shall be an independent contractor and have no authority, express or implied, to bind Washington County to any agreements, settlements, liability, or

understanding whatsoever with any third party and shall have no interest in any benefits provided by Washington County to its employees.

#### **4.6 Free and Competitive Bidding**

Any agreement or collusion among Candidates to fix a price or limit competition shall render the proposal void and automatically rejected. Such conduct is unlawful and subject to criminal sanction.

#### **4.7 Insurance**

The selected Candidate shall secure and maintain insurance, at its sole cost and expense, both prior to the commencement of the term of the contract between Washington County and the Candidate and for at least the duration of the contract between Washington County and the Candidate regarding this RFP.

- (1) General Liability Insurance as follows (for all applicable):
  - (a) Each Occurrence - \$1,000,000.00
  - (b) General Aggregate - \$2,000,000.00
  
- (2) Automobile Liability Insurance: With minimums to satisfy the state of Utah's requirements; and
  
- (3) Workers Compensation and Employers' Liability: With minimums to satisfy the state of Utah's requirements or a valid waiver issued by the appropriate department of the state of Utah.

#### **4.8 Conflicting Terms of Provisions**

If any portion of this RFP conflicts in whole or in part with a written agreement entered into between the selected party and Washington County subsequent to the issuance of this RFP, the subsequent written agreement between the selected party and Washington County shall control.

#### **4.9 Disclosure**

All proposals accepted by the County shall become a matter of public record and shall be regarded as public, except those elements of each proposal that are identified by the Candidate as business or trade secrets and plainly marked as "trade secret," "confidential," or "proprietary." Each element of a proposal that the Candidate desires not to be considered a public record must be clearly marked. Any blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the County in any way whatsoever. If disclosure is required under the Utah Government

Records Access Management Act (“GRAMA”) or otherwise by law (despite the Candidate’s request for confidentiality), the Candidate shall promptly comply with such disclosure requirements.