



Request for Proposal (RFP)

Civic Center sound & video equipment upgrades

Issued By:

**City of Statesville Purchasing Department
301 S Center St
Statesville, NC 28677
Phone: (704) 878-3416**

Issued for:

**Statesville Civic Center
300 S Center St
Statesville, NC 28677**

Date of Issue: September 05, 2025

Proposals Due: September 25, 2025, 2:00pm

KEY INFORMATION SUMMARY SHEET

Request for Proposals
Upgrade Sound & Video Equipment

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| RFP Issue Date: | September 05, 2025 |
| Proposals can be emailed: | Kali Bailey, Facilities & Events Manager kbailey@statesvillenc.net |
| Required site visit: | September 18, 2025 3:00PM |
| Deadline for Written Questions: | September 22, 2025 12:00PM |
| Proposal Due Date: | September 25, 2025 2:00 PM |

City of Statesville, North Carolina
Request for Proposals (RFP)
Upgrade Sound & Video Equipment

1. Introduction

Pursuant to N.C.G.S 143-129.8 and N.C.G.S 143-135.9, the City of Statesville is requesting proposals from qualified vendors to upgrade its sound & video equipment in the City's Civic Center.

Most of the current Civic Center equipment is between 10–25 years old. The audio-visual equipment is essential for delivering a high-quality experience for events, programs, and facility rentals. From business conferences and community gatherings to weddings and special events, updated AV capabilities are critical to meeting the expectations of users and ensuring the Civic Center remains a competitive and professional venue.

As the equipment has aged and technology has advanced, the City recognizes the need for a robust, fault-tolerant, and adaptable AV system within the Civic Center. The upgraded system must be easy to operate and designed to meet the evolving expectations of today's event organizers, presenters, and audiences. From high-definition displays to seamless audio integration, the technology should enhance the overall experience for all users of the facility.

The Civic Center has played a vital role in supporting the community during key events and gatherings. To continue serving as a dependable venue for public and private use, the AV infrastructure must be resilient, upgradeable, and equipped with safeguards and backup systems to ensure uninterrupted service and a professional standard of performance.

Request for Proposal (RFP) may be obtained by visiting our website at <https://www.statesvillenc.net/bid-postings>. The City of Statesville reserves the right to reject any and/or all proposals. The City of Statesville encourages all businesses, including minority, women owned businesses to respond to all Request for Proposals.

2. Facility Tour

All prospective bidders **must** attend a required pre-bid tour of the facility to view the current set-up and meet with the City staff on **September 18, 2025, at 3:00PM**. Bidders must contact Kali Bailey to confirm their attendance to the pre-bid tour by **5:00PM on September 17, 2025**.

3. Questions

All questions pertaining to this Request for Proposal (RFP) shall be submitted via email no later than September 22, 2025, by 12:00 PM. Questions may be emailed to: kbailey@statesvillenc.net

Only written questions will be considered formal. Any information given verbally or by telephone will be considered informal. Any questions that the City feels are pertinent to all proposers will be posted on the City website as an addendum to the RFP.

4. Preparation of Proposal

Each bidder must thoroughly examine the Request for Proposal and contract documents to ensure

that the vendor can meet all requirements. Proposals shall be submitted on the forms included within the RFP documents.

Proposals shall be signed by the person or persons legally authorized to bind the Provider to a contract. Proposals that are not signed will be rejected.

Failure to submit a proposal with all proposal requirements may be considered sufficient cause for rejection of the Proposal. Any interlineations, alterations or erasures must be initialized by the signer of the proposal.

Proposals shall remain firm for a period of sixty (60) calendar days after proposals are due.

5. **Submittals**

In order to be considered all proposals must be submitted via email no later than **2:00 PM (EST) on September 25, 2025**. Time is of the essence; No proposal will be accepted after the official time and date. The responsibility for getting the proposal to the City of Statesville on or before the specified time and date is solely and strictly the responsibility of the responding vendor.

The email subject should read “**Civic Center sound & video equipment upgrades**”

The City will in no way be responsible for delays caused by any occurrence. Responses may be emailed to:

Kali Bailey
kbailey@statesvillenc.net

This is not a public bid opening. In accordance with N.C.G.S. 143-129.8(d) Proposals submitted under this section shall **not** be subject to public inspection until a contract is awarded. Proposals are subject to rejection unless submitted on this form.

6. **Bidder Responsibility**

The bidder is responsible for verifying any and/all information provided and to familiarize themselves with the work required, prior to bidding. A plea of ignorance of the conditions that exist, or may hereafter exist, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will not be accepted as an excuse for any failure, or omission on the part of the successful documents and to complete the work for the consideration set forth herein, or as a basis for any claim whatsoever.

7. **Subcontract**

The successful bidder is the primary vendor and will perform the work using their own work force. The vendor shall not sub-contract the services/work without the prior approval of the City.

8. **Compliance by Awarded Contractor:** The awarded contractors shall be responsible for complying with state law, local ordinances, and any permits needed for the work.

9. **Sample Agreement**

Attached is a *Sample* Service Agreement that describes the city’s contractual terms and conditions to include insurance requirements. The successful Service Provider will be required to enter into

a service agreement with the City. Any exceptions to the Service Agreement must be listed and included in Section 3 below.

10. Proposal Requirements

In order to evaluate responses efficiently and equitably, responses must be submitted as identified below. Failure to submit this information may render your proposal non-responsive. Each respondent shall provide the following company information:

Section 1: Introduction: Company Information

- Company name and business address, including telephone, email address, website address.
- The type of company (individual, partnership, corporation, etc.) and list the names of all partners, principals, etc.
- Year established. Include former company name(s) and year(s) established, if applicable.
- The name, title, address, and telephone number of the company's authorized negotiator. The person identified must be empowered to make binding commitments for the company.

Section 2: Qualifications and Experience

- The proposer should demonstrate full knowledge and understanding of the project and the requirements for updating the existing production room.
- This section shall include a list of similar projects.

Section 3: Exceptions

- **Exceptions to the *Sample Service Agreement*.** Attached is a sample service agreement that describes the City's contractual terms and conditions. Each successful contractor will be required to enter into a service agreement. Any exceptions to the RFP and/or the sample agreement **must be documented** and submitted in this Section.

11. Evaluation and Award of Contract

In accordance with N.C.G.S. 143-129.8 "Purchase of information technology goods and services", the contract will be awarded to the company that submits the best overall and most advantageous proposal as determined by the City. Factors to be considered during the evaluation of the proposals received will include:

- Completeness of submitted proposal and adherence to stated criteria in this RFP;
- Overall proposed solution and quality of proposal submitted;
- Proposed Cost; Training; Maintenance and support offered for the next 3 years;
- Qualifications and Experience of the Proposer;
- References;
- Acceptance of the terms of the contract
- Available start date and timeline for completion

The City will use the following criteria and weight to determine the best response.

| CRITERIA | WEIGHT |
|---|--------|
| Price | 30% |
| Qualifications/Experience/Proposed Solution | 40% |
| Exceptions to the RFP/Contract Terms | 10% |
| Start date and timeline for completion | 10% |
| References | 10% |

In addition, the city may negotiate with any proposer in order to obtain a final contract that best meets the needs of the City. However, negotiations will not alter the original intent of the scope of services.

12. Scope of Work

Scope of Work

The selected contractor will design, furnish, and install a comprehensive, modern professional-grade audio-visual system for the Statesville Civic Center, including full system integration and user-friendly, ADA compliant control across multiple rooms. The project scope will focus on replacing outdated equipment, improving performance and reliability, ensuring ADA compliance, and enabling future expansion.

System Design & Equipment Standards:

- All proposed equipment must be professional grade, designed for commercial AV use, and supported by manufacturer warranties. Consumer-grade or prosumer solutions must include justification to be considered.
- The system must be designed to achieve industry-standard sound pressure levels (75–85 dB(A) for speech reinforcement and appropriate levels for program audio) and video projection quality (1080p/4K resolution, 3500–5000+ lumens).
- Systems must support future scalability for additional video sources, control features, or room integration.
- The new system must integrate seamlessly with the recent AV upgrades in the media room, while supporting potential future expansion.

Key Components of the project include:

- Complete removal of all existing amplification and control hardware, with preservation of any reusable cabling/infrastructure where appropriate.
- Replacement of all facility speakers (83) with new professional-grade speakers to ensure consistent, high-quality audio coverage. Please include recommendations for additional sound reinforcement components such as subwoofers.
- Dedicated multi-channel amplification in each room to allow for independent volume control and prevent crosstalk between adjacent spaces.

- Installation of wireless microphone systems in each room including one (1) handheld microphone per room, plus two (2) additional units, centralized receivers in a ventilated equipment rack, and ceiling-mounted antenna arrays for improved coverage.
- Installation of mounted projectors (1080p/4K, 3500–5000+ lumens) and remote-controlled drop-down screens in each of the five (5) Great Hall rooms, ensuring full presentation capability in each space.
- Installation of in-room control panels (wall-mounted touchscreens) in each room for flexible system operation. Controls must include microphone management, audio source selection, room combining, and projector/screen functions.
 - All control panels must be installed at ADA-compliant mounting heights.
- Wall input panels (HDMI, audio, microphone jacks, etc.) shall be installed in each room for seamless laptop, microphone, or external device integration.

Infrastructure & Cabling Requirements

- All installed systems and infrastructure must be capable of integration with recent AV upgrades in the media room, as well as potential future upgrades, including additional video sources or expanded control features.
- All replacement low-voltage, AV, and coaxial cabling will be installed by the vendor. Existing cabling must be verified and re-terminated as needed.
- A centralized equipment rack will be installed in a designated, ventilated storage space. The rack installation shall incorporate industry standard cable management, accessibility, and serviceability.
- All cabling must be labeled at both ends and reflected in final schematic drawings.
- Contractor is responsible for installing new conduit, raceways, or cable channels where existing infrastructure is insufficient or exposed.
- All installation work must include repair/finishing of any damage caused (drywall, paint, etc.).

Power & Network Requirements

- Installation of an IP-controlled power management system with surge protection, remote reset, and troubleshooting capabilities.
- Vendor must specify AV network requirements in their bid to ensure compatibility with the City's IT standards. Proposals must clearly indicate:
 - Whether the system requires internet access.
 - Whether external remote access is needed (including any ports outside of 80/443).
 - Whether integration into the City's IT network for direct device management is required.

Documentation, Training, Support and Maintenance Requirements

- Vendor must provide digital copies of final as-built schematics, wiring diagrams, and configuration files.
- Vendor must supply a complete inventory list of all equipment, including make, model, serial numbers, and any IP addresses associated with networked devices.

- Contractor will provide end-user training on system operation, troubleshooting, and room combining.
- Vendor must provide a detailed maintenance and service agreement proposal, including:
 - SLA definitions and coverage scope.
 - Anticipated response times for on-site support.
 - Availability of remote troubleshooting/repair.
 - Routine service intervals (firmware updates, calibration checks, preventative maintenance).

Provide a proposal for the purchase of the system being replaced (if applicable)

A scissor lift may be required for the installation. The contractor must arrange rental and include any associated costs as a separate line item.

PROPOSALS

PART I: Proposal

Submit a comprehensive proposal for the design, furnishing, and installation of a modern, professional-grade audio-visual system for the Statesville Civic Center. The proposal should address all components outlined in the scope of work, including equipment specifications, installation approach, system integration, control interfaces, and provisions for future expansion. Proposals must reflect a turnkey solution that ensures full functionality upon completion.

PART II: References

Provide at least three (3) references: Include **Company Name, Contact Name, and Verified Phone Number**

PART III: Submitted by

| | | |
|-----------------------------|--|-----|
| Company Name | | |
| Company Address | | |
| Telephone | | Fax |
| Representative (print name) | | |
| Signature of Representative | | |
| Email Address | | |
| Date Submitted | | |

{THIS SECTION INTENTIONALLY LEFT BLANK}

PURCHASE/SERVICE CONTRACT

NORTH CAROLINA

CITY OF STATESVILLE

SAMPLE – DO NOT FILL IN

THIS CONTRACT is made, and entered into this the _____ day of _____, 20____, by and between the **City of Statesville**, a political subdivision of the State of North Carolina, (hereinafter referred to as “CITY”), and _____, a corporation duly authorized to do business in the State of North Carolina, (hereinafter referred to as “CONTRACTOR”).

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

- 1. SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified in “Attachment 1” (hereinafter referred to as “Services”) Attachments 1 is hereby incorporated herein and made a part of this Contract. Time is of the essence with respect to all provisions of this Contract that specify a time for performance.
- 2. TERM OF CONTRACT.** The Term of this Contract for Purchase/Services begins on the effective date of this Contract until the completion of the Project that is outlined in Attachment 1, unless sooner terminated as provided herein. The CONTRACTOR shall commence work to be performed under this agreement on a date to be specified in written order of the CITY and shall fully complete all work hereunder within _____ consecutive calendar days from said date.
- 3. PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from CITY an amount not to exceed _____ (\$ _____) as full compensation for the provision of Services. CITY agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the CITY, in accordance with this Contract, Attachment 1. Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to CITY by the end of the month during which Services are performed. A Purchase Order number may be assigned to encumber the funds associated with this Contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by CITY.
- 4. INDEPENDENT CONTRACTOR.** CITY and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of CITY for any purpose in the performance of CONTRACTOR’s duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR’s activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

- 5. INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the CITY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONTRACTOR’s performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers’ Compensation Act and shall provide for the payment of workers’ compensation to its employees in the manner and to the extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and \$100,000 --- Property Damage Liability, or \$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the CITY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract.

6. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
7. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by CITY, and CONTRACTOR may be declared ineligible for further CITY contracts.
8. **GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the City of Statesville and the State of North Carolina.
9. **TERMINATION OF CONTRACT.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract.

This Contract may be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this Contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.

Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.
10. **SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of CITY. CONTRACTOR has no authority to enter into contracts on behalf of CITY.
11. **COMPLIANCE WITH LAWS.** CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.
12. **E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the CITY utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit,

compliance of the terms of this section upon request by the CITY.

13. IRAN DIVESTMENT ACT. Contractor complies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is each vendor's or contractor's responsibility to monitor its compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

14. NOTICES. All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

**CITY OF STATESVILLE
ATTN:**

ATTN:

15. AUDIT RIGHTS. For all Services being provided hereunder, CITY shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.

16. CITY NOT RESPONSIBLE FOR EXPENSES. CITY shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.

17. ANNUAL APPROPRIATIONS AND FUNDING. This Agreement may be subject to the annual appropriation of funds by the City of Statesville Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, then CITY shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement up to and through the last day of service.

18. EQUIPMENT. CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

19. ENTIRE CONTRACT. This Contract, including Attachments 1 and 2, shall constitute the entire understanding between CITY and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

20. HEADINGS. The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

21. EXISTENCE. CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

22. AUTHORITY. By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONTRACTOR.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

Reviewed by Department Head

Date Reviewed: _____

CONTRACTOR

By: _____

Printed Name: _____

Title: _____

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act

City of Statesville Finance Officer

CITY OF STATESVILLE

By: _____

Printed Name: _____

Title: _____

ATTACHMENT 1