

Request for Proposal (RFP)

Project Title: Replacement Audio Visual Equipment at Hideout Community Center

Project Overview:

Monticello City is seeking proposals for the replacement of the existing audio-visual equipment at the Hideout Community Center. The current audio matrix has stopped working which is causing issues using the video equipment. Due to the age of the current equipment an upgrade has been requested to bring the building to better functionality. Currently the system has 4 zones that need to be individually controlled for source and volume.

Scope of Work:

1. Replacement of Audio Matrix:

- Removal and disposal of the existing audio matrix, IVIE iFlex Map 6L.
- Installation of new audio matrix with the following options for consideration:
 - Ability to handle up to 16 inputs with up to 8 outputs.
 - Ability to run wall plates for source selection and audio volume.
 - Ability to connect to video matrix to change sources per room.
 - Ability to manage 4 zones independently.
 - Ability for in-room mic amplification and control.
- New equipment must be suitable for a rack mount and be installed in a clean serviceable manner.
- Some repairs to audio inputs will be needed to ensure clear connections.
- Testing of new equipment connection and record quality to existing Denon DN-700R recorder.

2. Replacement of Video Matrix

- Replacement of the current video matrix with an updated and reliable system (Brand of Binary B-500-MTRX-230-4x4).
- The system should support the following configurations:
 - Ability to handle up to four video outputs (three displays, and one recorder)
 - Ability to handle following inputs, one wireless presentation, three Direct TV inputs (one for each display), three computer HDMI inputs.
 - Ability to interface with audio matrix for source selection
 - Ability to be rack mounted

3. Replacement of Wall Controls:

- Removal and replacement of the three wall controls interfacing with the audio and video matrix.
- Should include:
 - Source Selection
 - Audio volume
 - Local Mic Mute
 - Sizes: one 2gang Controller, two 1gang controllers
- Control boards must be compatible with audio and video matrix
- Touch screen not preferred, buttons work better due to community wide use
- Touch Screen controller can be added to rack area for fine tuning and adjusting the equipment by experienced and trained city employees.
- Current wiring is ethernet cables, may need to adjust based on controller type.
- Installation of new zone controller is requested to control outside speaker volume and source selection. This will be ran in the existing control room with open ceiling.
- Each output currently works using an HDMI over ethernet from the Video Matrix. Will need to have similar ability but will need to replace the current system due to replacement of the Video Matrix. Power is available at the display end.

4. Replacement of current conference room projector:

- Replace the current projector with an up to date model.
- Requesting an LED model that will have the ability to show a clear view with the large windows open.

5. Training:

- Provide at least two hours of on-site training for designated city personnel on the use of the new system and configuration options

6. Maintenance and Warranty:

- Provide a minimum of a one-year warranty for parts and labor, with phone support.
- Offer ongoing maintenance options and support, including response times for service calls.

Proposal Requirements:

All proposals should include the following:

1. Company Profile:

- Company name, address, and contact information.
- A brief overview of the company's experience, particularly audio video installations.

2. Detailed Pricing:

- A breakdown of all the recommended equipment and labor costs.
- Any additional costs for materials, wiring, or pricing for any unforeseen issues that may arise.

3. Timeline:

- Proposed start and completion dates.
- Estimated time for installation and full system setup.

4. References:

- A list of at least three references from previous clients with similar projects.

5. Warranty and Support:

- Description of warranties offered for both labor and materials, including any extended support or maintenance plans available.

Pre-Proposal Inspection:

- If a site inspection is necessary to provide an accurate proposal, please contact Kaeden Kulow at kaeden@monticelloutah.org to schedule a visit.
- Attached is the outline of the building with control panels, audio zones, and video displays.

Proposal Submission Instructions:

- Proposals must be submitted by October 10, 2025 , by mail Kaeden Kulow Monticello City, PO Box 457, Monticello, Utah 84535 or online at <https://forms.office.com/r/EUZS03GXnb> (all digital submissions should be one single pdf document)
- All inquiries regarding the RFP can be directed to Kaeden Kulow at kaeden@monticelloutah.org.
- Proposals should be submitted in either a digital (PDF) or physical format.

Evaluation Criteria:

Proposals will be evaluated based on the following factors:

- Cost-effectiveness and overall value.
- Company's experience and qualifications.
- Timeline for completion and the ability to meet deadlines.
- Quality and reliability of the proposed systems.
- Warranty and ongoing support options.

Project Timeline:

- RFP Submission Deadline: October 10, 2025 @ 11:00 am
- Contractor Selection Notification: October 14, 2025

- Project Start Date: November 3, 2025 (or as adjusted upon contractor selection)
- Expected Completion Date: December 19, 2025

Terms and Conditions:

- The City of Monticello reserves the right to reject any or all proposals.
- The successful contractor must sign a formal contract before work begins.
- The contractor must maintain communication with the City's project manager throughout the project.
- Adjustments to the above work will require approval from the project manager before changes can be made to the proposal and final project plan.

Contact Information:

Kaeden Kulow
City Manager
City of Monticello
435-587-2271 ext. 13
kaeden@monticelloutah.org

PO Box 457, Monticello, Utah 84535

Layout of the Facility:



Connections

- Wall Plate Controls (current)
- Video Displays
- Audio Inputs
- New Wall Plate Controls
- Equipment Rack

Audio Zones

- Audio Zone Outdoors
- Pro Shop
- Senior Centre
- Conference Room

Pictures of Current Equipment:



Main Wall Controller Conference Room

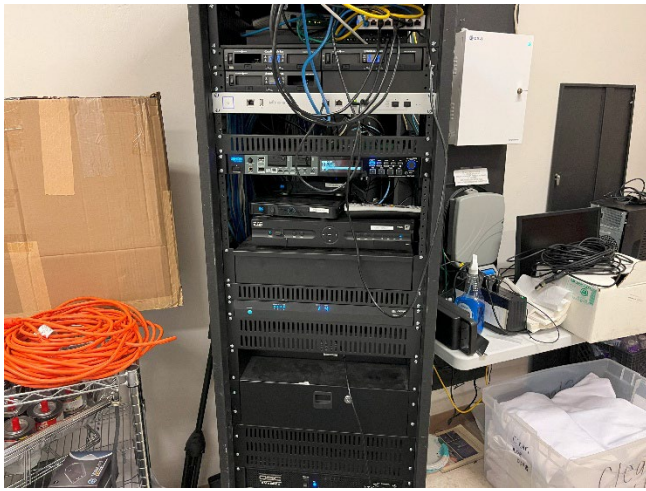


Projector Conference Room



connections)

Conference Room Two Mic Inputs (broken and loose



Equipment Rack



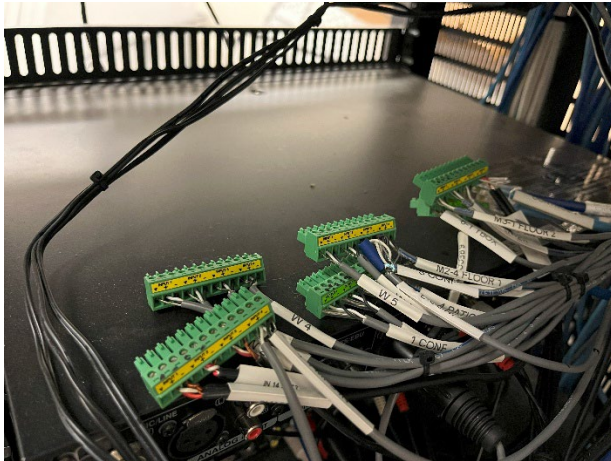
Current Video Matrix



Audio Recorder Device



Current Wireless Mic System



Current Audio inputs and outputs



Audio Matrix (Currently removed for an attempt at a repair



Senior Center Wall Plate controller



Pro Shop Wall Plate Controller and Audio Inputs