



## REQUEST FOR QUOTE – JULY 3<sup>RD</sup> SOUND & LIGHTING

PROPOSAL NUMBER: Q19-001PR | ISSUE DATE: January 23, 2019

The City of Villa Rica Parks, Recreation & Leisure Services Department seeks quotes for sound & lighting services. All quotes must be received no later than **5:00 pm on Friday, February 15, 2019**.

### **Submit proposals to:**

Villa Rica Parks, Recreation & Leisure Services Department  
Attn: Administrative Office, Gold Dust Park  
Reference No. Q19-001PR  
646 Industrial Blvd  
Villa Rica, GA 30180

In determining the lowest responsive and responsible bidder, in addition to price, the following shall also be considered:

1. The ability, capacity and skill of the bidder to perform the contract.
2. The character, integrity, reputation, judgment, experience and efficiency of the contractor.
3. The quality of performance on previous contracts.

### **For any questions, please email:**

Tara Ivey, Administrative Manager

Email: [tivey@villarica.org](mailto:tivey@villarica.org)

No Phone Calls Please

## SPECIAL INSTRUCTIONS

Parties interested in acquiring this contract with the City of Villa Rica's Parks, Recreation & Leisure Services Department shall submit one copy of the proposal package to meet the requirements below:

1. All bids must be labeled "**City of Villa Rica Parks, Recreation & Leisure Services Department – July 3<sup>rd</sup> Sound & Lighting**".
2. Bidders must be properly licensed and secure necessary permits wherever applicable.
3. Complete Mandatory Bid Submittal Form.
4. Complete City of Villa Rica vendor information packet, if not currently an approved vendor. Responsive documents are available online in the Finance Section of the Document Center at [Purchasing - City of Villa Rica, Georgia.pdf](#)
5. Preservation of Rights: The owner reserves the right to reject any and/or all bids and waive all minor technicalities, informalities and irregularities. The owner reserves the right to accept the bid, which in the judgment of the Owner, is in their best interest.
6. The City of Villa Rica is the sole determiner of a qualified bidder and may request other information sufficient to determine bidder's ability to meet these minimum standards listed above. Request for information contained in this section may also occur at any time during the effective period of this Contract, or any extension/renewal thereof.
7. List of three (3) references that your company has provided sound & lighting to in the last three years, including Company name, contact person, address, phone number and e-mail.
8. Must be regularly engaged in the business of providing Sound & Lighting for a minimum of 5 years and must demonstrate that they, or the principals assigned to the project, have successfully completed,

similar to those specified in the requirements listed below of this bid, to at least one customer similar in size and complexity to the City of Villa Rica.

9. Termination of Contract: The City of Villa Rica may, at any time it deems necessary, may terminate this agreement with thirty (30) calendar days written notice.
10. Discounts: Any available discount for prompt payment, government or cooperative purchasing, etc., must be noted and reflected in bid figures and not entered as separate pricing on the proposal form.

## **IMPORTANT CONSIDERATIONS:**

### **Location:**

Sound and lighting services will be at the City's July 3<sup>rd</sup> event held on the **football field at the following location:**

**Villa Rica Sports Complex (VPlex)  
1605 Carrollton Villa Rica Highway  
Villa Rica, GA 30180**

**MANDATORY BID SUBMITTAL FORM**

BID NUMBER: Q19-001PR | July 3<sup>rd</sup> Sound & Lighting  
City of Villa Rica Parks, Recreation & Leisure Services

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

I acknowledge that this quote pertains to sound and lighting services that will be provided on the football field at the Villa Rica Sports Complex (VPlex), located at 1605 Carrollton Villa Rica Highway, Villa Rica, GA 30180.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **DESCRIPTION: Minimum Requirements**

### **1.0 GENERATOR REQUIREMENTS:**

1.1 (1) 60kw Generator with adequate fuel and cables.

### **2.0 BACKLINE:**

2.1 (1) 5 Piece drum set up with 3 cymbal stands, kick drum pedal, hi hat and drummer throne; **Gretsch Catalina Club Birch or Yamaha, Pearl, Ludwig, DW equivalent piece. Specify if midlevel or professional series.**

### **3.0 SPEAKER AND EQUIPMENT REQUIREMENTS: EAW, Meyers, JBL or equivalent**

3.1 (8) mid hi's over (8) subs per side, (9) wedges/monitors plus sub for drummer, LS9 FOH console, LS9 Monitor console with (10) mixes, FX, EQ and Comp., Playback CD, (2) engineers, stage tech, (6) wired mics with stands, cabling, delivery setup, and strike of equipment.

3.2 (2) Wireless microphones for announcers

3.3 (2) 10'scaff towers w/walk boards at main stage, (1) process rack, (2) mid per delay tower.

3.4 (1) 6'scaff tower w/walk board (1) process rack, (2) speakers to cover lower parking lot

### **4.0 LIGHTING REQUIREMENTS:**

4.1 24K par 64 Lights hung from genie lift roof, dimmer, controller and gel media LD, delivery, all labor included and strike of equipment.

4.2 (1) 10' spotlight tower with operator

## **NOTES**

- \$2 million general liability insurance. The certificate must list the City of Villa as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change Labor:
- One must include all staging labors/hands during set-up, throughout event and during the break down of all staging equipment.

## REFERENCES

Reference No. 1 of 3

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Reference No. 2 of 3

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_