



**Request for Proposals
For Project to Upgrade
Audio-Visual System
At the Floresville Event Center**

REQUEST FOR PROPOSAL
TO UPGRADE AUDIO-VISUAL EQUIPMENT
AT THE FLORESVILLE EVENT CENTER

ADVERTISEMENT

The City of Floresville, individually and on behalf of the Floresville 4A Corporation, is soliciting qualified and experienced vendors to upgrade existing audio/visual equipment located in the Main Ballroom and adjoining areas of the Lauro G. DeLeon, III Floresville Event Center, located at 600 Hwy 97 W Floresville, TX.

Sealed proposals are due **no later than 3:00 p.m., January 30, 2026** at Floresville City Hall 1120 D Street Floresville, TX 78114. Late submissions will be rejected and returned unopened.

Specifications are free and only available electronically. Please visit the City of Floresville website at <https://www.floresvilletx.gov/government/bid-notices/>. There will be no public opening. Responder names will be posted on the City's website. For assistance, call (830) 393-7070

Proposals must be submitted in a sealed opaque envelope, box, or container and clearly endorsed on the outside with "RFP FOR FLORESVILLE EVENT CENTER AUDIO-VISUAL EQUIPMENT UPGRADE".

The City of Floresville reserves the right to reject any and all proposals, to award the contract in what it deems its best interest and to waive any informality or technicality in the proposal. The City agrees to take action within sixty (60) days after the closing date.

Table of Contents

SECTION A - GENERAL INFORMATION AND PROPOSAL SUBMISSION.....	4
1. IMPORTANT DATES.....	4
2. ITEMS INCLUDED IN THIS REQUEST FOR PROPOSALS (RFP)	4
3. QUESTIONS ABOUT THIS RFP.....	4
4. OBTAINING DOCUMENTS	4
5. QUESTIONS AND ADDENDA.....	4
6. PROPOSAL DOCUMENT SUBMISSION.....	5
7. MATERIALS	5
8. PROPOSAL RESPONSE FORMAT	5
9. PROPOSAL RESPONSE CLARIFICATION QUESTIONS	6
10. EVALUATION CRITERIA	6
11. SELECTION PROCESS	6
12. CONTRACT NEGOTIATIONS	6
13. TERMS & CONDITIONS OF CONTRACT	7
SECTION B - AUDIO VISUAL EQUIPMENT UPGRADE	12
1. SCOPE OF WORK SUMMARY.....	12
2. GOVERNING REQUIREMENTS.....	14
3. PERFORMANCE REQUIREMENTS & REFERENCES.....	15
4. SUBMITTALS	15
EXHIBIT A - LAYOUT OF THE EVENT CENTER.....	17
CONFLICT OF INTEREST QUESTIONNAIRE (CIQ).....	18
FORM 1295	18

SECTION A - GENERAL INFORMATION AND PROPOSAL SUBMISSION

1. IMPORTANT DATES

- Questions due in writing by - 3:00 p.m., 01-30-2026
- Proposals due by - 3:00 pm., 01-30-2026
- The city intends to award the contract within 60 days.

2. ITEMS INCLUDED IN THIS REQUEST FOR PROPOSALS (RFP)

Vendor shall supply all parts, materials, labor, and installation to complete the project. This includes provision of materials and equipment; installation; configuration; testing; provision of documentation; and training client to use, monitor, and make minor adjustments to system as needed.

3. QUESTIONS ABOUT THIS RFP

It shall be the Vendor's responsibility to learn all aspects of the RFP requirements. Should any details necessary for a clear and comprehensive understanding be omitted or any error appears in the RFP documents, or should the Vendor note facts or conditions which, in any way, conflict with the letter or spirit of the RFP documents, it shall be the responsibility of the Vendor to obtain clarifications before submitting a proposal. Questions concerning this design/document should be directed in writing by email to Evelyn Garcia at citysecretary@floresvilletx.gov with "REQUEST FOR CLARIFICATION ABOUT RFP FLORESVILLE EVENT CENTER AUDIO-VISUAL EQUIPMENT UPGRADE" in the subject line. It is the sender's responsibility to verify receipt of email. Interpretations or clarifications considered necessary by OWNER in response to such questions will be issued as an Addendum and posted on the City of Floresville website at: <https://www.floresvilletx.gov/government/bid-notices/> Questions received less than ten days prior to the date for opening of Bids may not be answered. Only questions answered by the Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. For questions unrelated to meaning or intent, you may call Celina Guerrero at (830) 393-7070

4. OBTAINING DOCUMENTS

This document may be obtained in electronic format on the City's website:
<https://www.floresvilletx.gov/government/bid-notices/>

5. QUESTIONS AND ADDENDA

Answers to requests for clarification or information will be addressed and provided in the form of an addendum. All addenda must be acknowledged and submitted with the proposal. Failure to do so will result in a non-compliant proposal. It is the vendor's responsibility to obtain any and all addenda which will be posted on the City's website and on Public Purchase.

6. PROPOSAL DOCUMENT SUBMISSION

Proposals must be submitted in a sealed opaque envelope, box, or container and clearly endorsed on the outside with "RESPONSE TO RFP FOR FLORESVILLE EVENT CENTER AUDIO-VISUAL EQUIPMENT UPGRADE" and delivered to:

Celina Guerrero
City of Floresville
1120 D Street Floresville, TX
78114

Proposals received after the deadline will be rejected and returned unopened.

6.1. HARD COPIES

Proposer shall submit a total of two (2) complete and identical copies of its entire proposal. One shall be marked "original" and bear an original signature.

7. MATERIALS

1. Proposer must identify in the Bills of Materials the manufacturer(s) of all materials and components to be used.
2. All items proposed must be new and currently in manufacture.

8. PROPOSAL RESPONSE FORMAT

Each vendor must respond with its proposal organized in the following sections.

8.1. SECTION 1 - REQUIRED DOCUMENTS

- a. Proof of required insurance
- b. Cover letter with overall price, any special conditions, and shall include the signature of a principal of the firm with the following statement: "The information provided is true and correct to the best of my knowledge. The City of Floresville will not be responsible for any cost in preparation of this document."

8.2. SECTION 2 - EXECUTIVE SUMMARY/OVERVIEW

- a. Technical summary of the system proposed, including details about "improvements" over and above the base request, or if an alternate design is used, the reasons for the difference in design and benefits to the owner.
- b. Value added by the proposer.
- c. Overview of installation and training.

8.3. SECTION 3 - MAIN BODY OF RESPONSE

- a. Provide proposer's qualifications and support capabilities. Names and titles of personnel who would work on this project and attach brief experience listings. Include all subcontractors.

- b. List any and all lawsuits that your company is involved with or party to
- c. Conflict of Interest Questionnaire must be filled out
- d. List a minimum of three references with similar equipment installed
- e. Line item data sheet with all equipment and associated cost

8.4. SECTION 4 - EQUIPMENT AND MATERIALS SPECIFICATIONS

- a. Include Information on extended warranty and support programs available from either the manufacturer or vendor.
- b. Manufacturers' brochures and full technical specifications for all equipment and materials proposed. Responses that fail to include technical specifications may be disqualified.

9. PROPOSAL RESPONSE CLARIFICATION QUESTIONS

After reviewing all responses to this RFP, the City of Floresville may develop a list of clarification questions to be addressed by the Vendor. The City of Floresville or its agent will send these questions to the Vendor for clarification. The Vendor shall provide a response within the timeframe requested.

10. EVALUATION CRITERIA

- [50] Overall thoroughness, quality, and responsiveness of Vendor proposal to the terms and objectives contained in the Request For Proposal;
- [20] Vendor proposal certifies they have a minimum of ten (10) years of experience in the audio-visual installation business and will offer support of this upon request;
- [10] Vendor proposal provided three minimum references and contracts from previous clients Vendor has provided services that are comparable in price and scale of work;
- [10] Vendor provided proof that sufficiently supports they gave the qualifications, experience, and demonstrated history of similar services as requested herein; and
- [10] Lowest cost qualified proposal.

11. SELECTION PROCESS

The top-ranked firms/individuals may be requested to attend a meeting with City staff and/or the City Council and Board of the Floresville 4A Corporation to be interviewed. The interviews will allow the designated firms or individuals an opportunity to answer any questions the City Council may have regarding their proposals. Participation in the interviews will be at no cost to the City. The City Council will make the final determination of the successful firm/individual.

12. CONTRACT NEGOTIATIONS

The City of Floresville reserves the right to negotiate a contract after the successful proposer is selected. Selection will be based only on the proposal and subsequent interviews, if any;

therefore, proposals must be complete. Proposals will remain secret during negotiations; however, all proposals are open for public inspection after the contract is awarded. Trade secrets and confidential information in the proposals are not open for public inspection.

13. TERMS & CONDITIONS OF THE CONTRACT

THE CONTRACTOR SHALL MAINTAIN THE FOLLOWING INSURANCE:

1. Workers' Compensation Insurance Coverage.

The insurance carrier shall be an admitted carrier in the State of Texas.

A. Definitions:

Certificate of coverage ("certificate") - A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Person's providing services on the project ("subcontractor" in section 406.096) - includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project.

"Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

- B. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011 (44) for all employees of the contractor providing services on the project, for the duration of the project.
- C. The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.
- D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of

the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

- E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
 - (1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage for all persons providing services on the project; and
 - (2) no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- F. The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.
- G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- I. The contractor shall contractually require each person with whom it contracts to provide services on a project, to:
 - (1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011 (44) for all of its employees providing services on the project, for the duration of the project;
 - (2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided services on the project for the duration of the project;
 - (3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing an extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project; .

- (4) obtain from each other person with whom it contracts, and provide to the contractor:
 - (a) a certificate of coverage prior to the other person beginning work on the project; and
 - (b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current coverage ends during the duration of the project;
 - (5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
 - (6) notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
 - (7) contractually requires each person with whom it contracts, to performs as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.
- J. By signing this contract or providing or causing to be a provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting or classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or civil actions.
- K. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of the notice of breach from the governmental entity.
2. Comprehensive General Liability Insurance This insurance shall:
- A. Be in an amount not less than \$1,000,000 per occurrence, with a deductible of not more than \$2,500;
 - B. Include coverage for the liability assumed by the Contractor under Item F. (Indemnity);
 - C. Include completed operation coverage which is to be kept in force by the

Contractor for a period of not less than one year after the completion of the work provided for or performed under these specifications;

- D. Not be subject to any of the special property damage liability exclusions commonly referred to as the XCU exclusions pertaining to blasting or explosion, collapse, or structural damage and underground property;
- E. Not be subject to any exclusion of property used by the insured or property in the case, custody or control of the insured or property as to which the insured for any purpose is exercising physical control;
- F. In naming the City of Floresville as an additional insured on your comprehensive General Liability Insurance, the following words apply:

"Contractor shall defend, indemnify and hold harmless the City of Floresville, its agents and employees from and against any liability, loss, cost and expense ("Liability") claimed by a third party (including reasonable attorney's fees and cost of defense) resulting from Contractor's performance of the Work to the extent that such Liability:

- (1) is attributable to bodily injury, sickness, disease or death, or to the injury to or destruction of tangible personal property; and,
- (2) is caused or contributed to by any neglect or fault of Contractor, its subcontractors, or their respective employees.

Where liability is attributable to the joint negligence or fault of Contractor and any other person (including Owner), Contractor's duty of indemnification shall be limited to Contractor's allocable share of such joint negligence or fault."

G. The Insurance company must have as a minimum a current A.M. Best rating of A.

- 3. Comprehensive Automobile Liability in the following amounts: Bodily Injury
\$1,000,000 per person

\$3,000,000 per accident

Property Damage \$300,000 per accident

- 4. General Requirements for Insurance Coverage

- A. The Certificate of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for;
- B. Certificates of Insurance required for each copy of the agreement which specifically set forth evidence of all required coverage will be filed with the City prior to the City's execution of the contract. Worker's Compensation Insurance coverage must be provided to the City prior to the City's award of the contract. =

- C. The Certificates of Insurance furnished by the contractor as evidence of the Insurance maintained by the contractor will include a clause obligating the Insurer to give the City of Floresville ten (10) days prior written notice of cancellation or any material change in the insurance coverage.
 - D. Waiver of Subrogation: The City of Floresville and the Contractor waive all rights and the rights of their respective insurance companies against each other for damages caused by fire or other perils to the extent such damages are covered by property insurance purchased by either party.
5. Anti-Discrimination in Employment
- A. The contractor (successful bidder) and/or any subcontractor(s), if permitted, certifies complete compliance with the Federal Civil Rights Law and the Americans with Disabilities Act, agreeing to non-discrimination based on race, age, color, religion, disability, gender, ancestry, national origin, or place of birth in employment practices, programs and services shall include but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other compensation; and selection for training, including apprenticeship.
 - B. The contractor shall in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, age, color, religion, disability, gender, ancestry, national origin, or place of birth.
 - C. Upon request by the City of Floresville, the contractor shall furnish all information or reports required to investigate his/her payrolls and personnel records which pertain to current contract(s) with the City for purposes of ascertaining compliance with this non-discrimination certification.

6. General Independent Contractor Clause

This agreement does not create an employer relationship between the parties. It is the parties' intention that the contractor will be an independent contractor and not the City of Floresville employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Texas workers' compensation law and Texas unemployment insurance law. The contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the contractor's activities and responsibilities hereunder. The contractor agrees that it is a separate and independent enterprise from the City of Floresville that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the contractor and the City of Floresville and the City of Floresville will not be liable for any obligation incurred by the contractor, including

but not limited to unpaid minimum wages and/or overtime premiums.

7. Hot Goods Clause

The bidder hereby agrees that in the execution of the work he or she will comply with all applicable provisions of Sections 6, 7, and 12 of the Fair Labor Standards Act of 1938, as amended, and that there will be no violations of the "hot goods" or "hot cargo" provisions of the Act involving restrictions on the use of underage employees.

8. Fire Safety

The contractor shall comply with all City regulations including those regarding Fire Safety. In this regard he shall comply with all instructions of the City Fire Marshall during the course of the work.

9. Hazard Communications Act

In compliance with Article 5182b, Texas Revised Civil Statutes, all employers are required to train and educate employees on the safe use and handling of hazardous materials that employees may be exposed to in the work place. The City of Floresville Fire Chief is designated as the City's HazComm Officer. Contractors of the City are also required to comply with the requirements of this Act.

Contractors are entitled to a copy of the City's workplace chemical list to which the contractor, its employees and agents may be exposed to in the workplace. Contractors are also entitled to a copy of all MSDS sheets for any hazardous chemicals which the City may have in the work place. Contractors have the obligation to inform its employees and agents of all of these requirements. Contractor shall furnish the City with the MSDS sheets for any hazardous chemical brought into the City workplace that City employees will have exposure to. Contractors shall sign the Attachment 5, "Hazard Communications Contractor Acknowledgment" certifying receipt of this information.

SECTION B - AUDIO VISUAL EQUIPMENT UPGRADE

1. SCOPE OF WORK SUMMARY

- A. Unless otherwise noted, the term "Contractor", "Proposer" or "Vendor" maybe used interchangeably herein and refers to the respondent submitting a proposal for this RFP.
- B. This Section Scope-of-Work Includes:
 - 1. Provide services, and equipment necessary to completely replace existing audio-visual systems with an updated and modern operational system that replaces the current systems in place and improves the delivery and output of information to users of the facility
 - 2. Scope of work:

Ballroom Area (unless otherwise noted):

- Remove current screens and projectors;
 - Install new screens;
 - Install new projectors;
 - Install new HDMI baluns at projectors;
 - Install wall-mounted speakers on each side of stage area that can be isolated for use for conferences, presentations, or other formal types of events that require less system use than typical entertainment and musical events;
 - Install any wall-mounted or other speakers that require replacement, tapping off existing speaker wiring;
 - Remove current in-stage video baluns. Install new HDMI baluns in stage;
 - Remove current rack-mounted AV equipment. Remove unnecessary equipment from AV rack. Stack all removed equipment onto tables in AV room;
 - Install new Amplifier(s);
 - Install new HDMI baluns (stage INs and projector OUTs);
 - Install new wireless microphone system. Cable management of rack;
 - Label all inputs and devices;
 - Install any wall-mounted speakers that require replacement, tapping off existing speaker wiring (**Gym area**); and
 - Provide orientation and training to Center Staff on full system usage and a reference guide for training future employees, users, etc.
3. Integrate into the proposal existing or owner furnished equipment and miscellaneous hardware as may be described herein.
 4. Maintain timely installations according to the project construction schedule.
 5. Provide Owner System Training, As-Built documentation, and project manuals.

6. Overview of work includes any work necessary to meet the Scope of Work objectives, and also includes the following:
 - a. Generally cleanup of work environment daily during construction.
 - b. All installed wiring, cabling, and conduits must be reasonably kept out of view.
 - c. All cabling must have an appropriate amount of slack to allow for the replacement of connectors or relocation of equipment. No zip-ties should be used in areas where cable servicing unless necessary, Velcro or some other reusable method is preferred.

2. GOVERNING REQUIREMENTS

The following are general provisions, requirements and expectations of the Technology Contractor delivering Audio & Video Systems equipment and Installation for this construction package:

1. This document is intended to provide all hopeful Vendor(s) / Contractor(s), hereafter referred to as the Proposer, with information it needs to submit a complete solution and proposal for the Floresville, hereafter referred to as the City. Preferably with equipment options from different manufacturers based upon pricing, reliability, and ease of servicing to allow the City to make a final determination about which is best for the goals the City seeks to accomplish. The City will evaluate the submitted proposals to select a perceived Best Value Vendor to supply and install the Audio & Video Systems for this project as described herein.
2. The work performed shall be of professional quality and installed as would normally be expected by a professional Audio & Video Contractor in the primary business of providing quality installations of equivalent systems. Both product and workmanship shall be warranted.
3. The Proposer shall furnish their lump sum price offer to provide a turn-key package in response to the Audio & Video systems specified herein. The offer submitted may include variable-pricing based upon the factors in sub 1. above, but should indicate the different offer packages by the variables factored in and each shall include a lump sum price offer for that package.
4. The City shall accept proposals from both manufacturers and authorized resellers of products and systems specified herein and desire to have a competitive choice of local authorized reseller / manufacturers to find the best value for delivery of the systems.
5. The Proposer's proposal response shall include provisioning, installation, configuration, training and warranty support for all systems furnished and

provide the City a fully functional system.

6. The Successful Proposer's responsibilities shall include but are not limited to the following:
 - a. Provide, install, and make fully functional the systems made up of equipment, cabling, devices, and hardware described
 - b. Furnish necessary services to integrate with the current systems and components into a fully functional package with seamless functionality as described herein.
 - c. Integrate into the construction any owner furnished equipment and miscellaneous hardware as may be described herein.
 - d. Maintain timely installations according to the project construction schedule.

3. PERFORMANCE REQUIREMENTS & REFERENCES

Referenced standards and/or procedures will be binding on Contractor and all work will be judged against such standards and procedures unless otherwise stated in writing.

4. SUBMITTALS

A. General Requirements

1. Provide a full electronic file copy in PDF format of all required paper document submittals. The sealed hard copies of the proposal shall be delivered.
2. Line item data sheet with a listing of all equipment and associated cost. Data sheet listing all equipment.

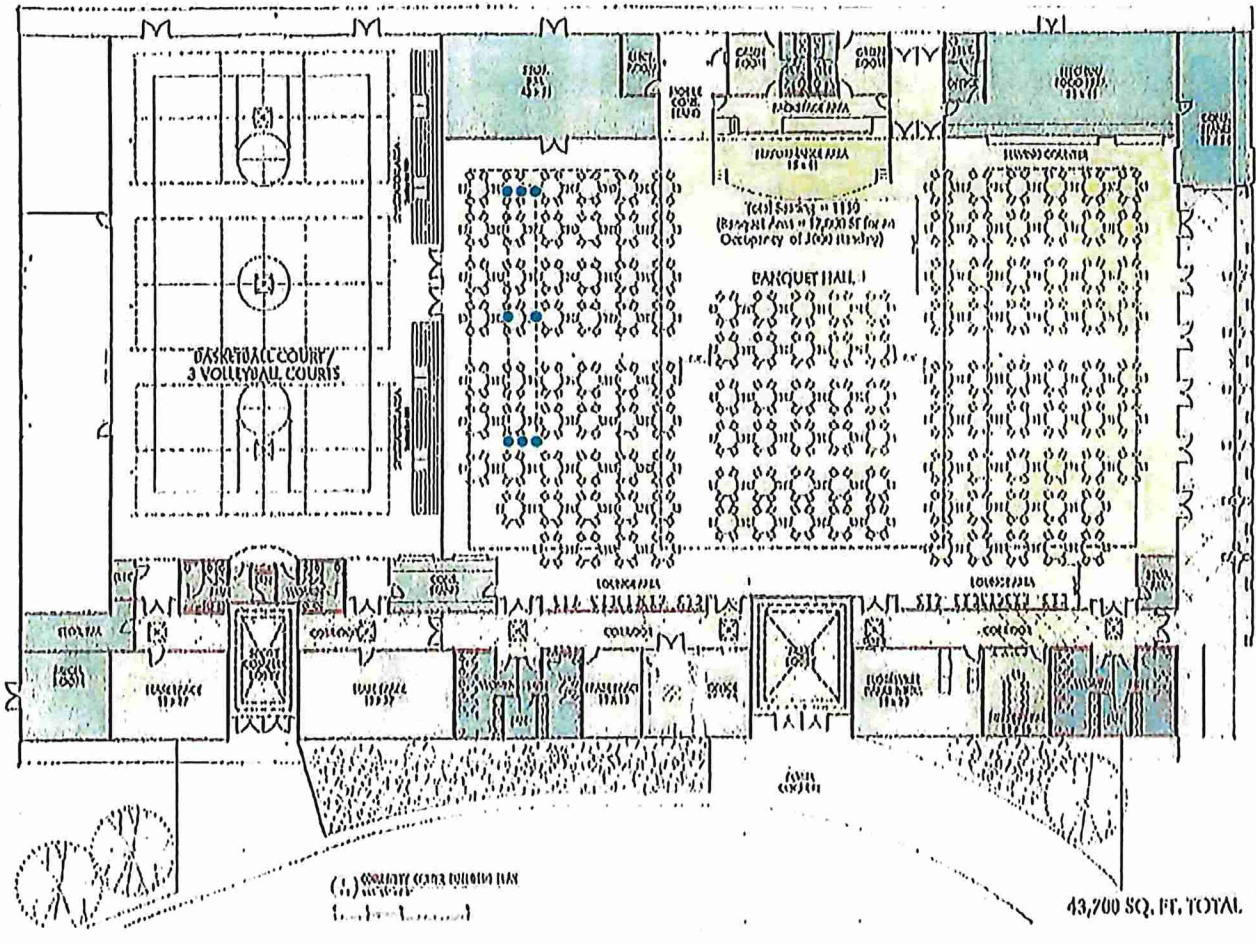
B. Submittal Conditions

1. The Contractor shall be held responsible for delivery of systems as specified any errors or omissions in the submittals shall not relieve said Contractor of responsibility to deliver complete systems as specified, that fully meets or exceeds the minimum requirements set forth by the specifications.
2. Contractor shall provide a proposed owner training plan.
3. The contractor must provide test reports and results.
4. Proposer understands that references will be verified.
5. Warranty Information

- a. Warranty information: Include clear statements of the terms and coverage periods for all equipment.
- b. Provide Contractor's service department phone number(s) and hours, maintenance schedule and description of products recommended for use in maintenance.
- c. The Contractor shall complete and deliver to the Owner a warranty card for each piece of equipment covered by manufacturer's warranty.

EXHIBIT A

Layout of the Floresville Event Center



CONFLICT OF INTEREST QUESTIONNAIRE (CIQ)

This form must be completed and submitted with your proposal. This form is available online at <https://www.ethics.state.tx.us/forms/CIQ.pdf>.

FORM 1295

The successful vendor, upon award of contract by City Council, shall file Form 1295 with the Texas Ethics Commission (TEC). This form must be executed online at <https://www.ethics.state.tx.us/forms/1295.pdf>. Once a Certificate Number is issued by the TEC, a completed copy shall be submitted to the Purchasing Agent within one week.