

**REQUEST FOR PROPOSALS
CITY OF RAPID CITY & RAPID CITY SCHOOL BOARD
CITY COUNCIL/SCHOOL BOARD CHAMBERS**

Proposals for video/audio equipment update in the City Council/School Board Chambers will be accepted until 5:00 PM on March 14, 2008.

Completed proposals must be submitted to: City of Rapid City Information & Technology Officer, Jim Cook, 300 6th Street Rapid City, SD 57701, or e-mail Jim.Cook@rcgov.org

SECTION I: GENERAL INFORMATION:

The Council/School Board Chambers are used for the business meetings of the Rapid City Council and Rapid City School Board. The meetings are currently recorded for archiving and broadcasting purposes. Options for live audio/video broadcasts of meetings are currently being explored; therefore any equipment updates must accommodate this option.

Meeting times in the Chambers can range from 7:00 AM to late evening hours. Meeting length is generally about 3 hours, but can be up to 7 hours in length, and generally held Monday through Friday. The Chambers are comprised of about 2000 square feet.

There is existing video/audio equipment used in the Chambers and a separate room which contains additional equipment. During meetings the room is generally staffed by one person to assist with operation of the system. The last major update of the equipment in the Chambers was about 5 years ago.

To arrange a tour of the Chambers and review of existing equipment please contact Information Technology Officer Jim Cook.

SECTION II: MINIMUM REQUIREMENTS:

In order to be considered for the contract described in this Request for Proposals (RFP) the person or group making the proposal shall have two or more years of experience with applicable video/audio equipment. Applicants not meeting this minimum requirement will be disqualified and their proposal will not be considered further.

SECTION III: SCOPE OF SERVICES:

The actual terms of the contract entered into shall be negotiated between the City of Rapid City and the Rapid City School Board and the person/group whose proposal is selected. However, the provisions that follow are to be incorporated into any contract unless it is stated and agreed to otherwise at the time of considering the initial proposal.

The scope of the required services shall consist of recommendations for video/audio equipment for purchase, lease or lease purchase, installation, training on use of equipment and all

applicable cost estimates. In addition the RFP shall include a service agreement to include costs and response times.

The City/School Board anticipates that the term of any agreement entered into pursuant to this RFP will be for a term of two years subject to similar terms of renewal.

SECTION V: SELECTION PROCESS

The proposals will be reviewed by a committee made up of City & School Board staff. The committee, after reviewing the proposals, will make a recommendation to the City Council & School Board who will then either approve or reject the recommendation. The applicant selected will then be contacted and an agreement will be drafted by the City Attorney's Office for review and signature.

SECTION VI: TECHNICAL ASSISTANCE / CLARIFICATION

Any applicant requiring clarification of the information contained herein or who has questions about the RFP should contact:

Jim Cook
City of Rapid City
300 6th Street, Rapid City SD 57701
Phone (605) 394-4138
E-mail: jim.cook@rcgov.org

The City/School Board reserves the right to reject any and all proposals, to award the agreement to the proposal that is in the best interests of the City/School Board as determined by the City/School Board and to negotiate with any applicant submitting a proposal.