



# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423)867-7711 • [www.eastridgetn.gov](http://www.eastridgetn.gov)

## REQUEST FOR PROPOSAL FOR AUDIO/VISUAL SYSTEM EQUIPMENT AND INSTALLATION IN CITY HALL COUNCIL CHAMBERS

**Thursday, July 11, 2024, at 2:30 pm EDT**  
**East Ridge City Hall**  
**1517 Tombras Avenue**  
**East Ridge, TN 37412**

The City of East Ridge is seeking proposals from highly qualified firms to upgrade the audiovisual system in the City of East Ridge City Hall Council Chambers located in East Ridge, Tennessee.

To be considered for this contract, interested parties must submit sealed proposals on or before 2:30 pm EDT, Thursday, July 11, 2024.

### INSTRUCTIONS FOR BID SUBMISSIONS

All sealed bids must be submitted to the city clearly marked “**AUDIO/VISUAL SYSTEM EQUIPMENT UPGRADE 7/11/2024**” on the sealed bid envelope. Any interpretations, clarifications, or additional information not disclosed in this proposal packet and determined to be necessary by the City in response to questions, will be issued by means of addendum or addenda, which addendum or addenda will be posted to the City website, [https://www.eastridgetn.gov/business\\_economic\\_dev.html](https://www.eastridgetn.gov/business_economic_dev.html), to all interested parties identified by the City as having received the proposal documents. The submitting firm is required to check the site to see if there has been any addendum or addenda posted for this RFP. Only questions answered and information supplied by means of such an addendum or addenda will be considered as binding.

### INTRODUCTION & BACKGROUND

#### Purpose

The City of East Ridge is seeking proposals from highly qualified firms to upgrade the audiovisual system for the City Hall Council Chambers. The project shall include all equipment and materials, whether specifically mentioned herein or not, to ensure a complete operating system that provides high quality audio and video. The scope of the project is to provide AV equipment that is used to facilitate public meetings, events, and display digital images, such as PowerPoint presentations and viewing of maps and plans. The system must include control of audio and projection systems. Through this request, the City’s objective is to receive quotes and the identification of system components for the purchase and installation of new equipment to meet AV needs. Pricing must also be good for 180 days from the time of an executed contract.

## **PROJECT SCOPE**

The project consists of upgrading and replacing existing audiovisual system In the City of East Ridge Council Chambers.

The system will have video presentation capabilities, video recording and broadcast system upgrade, control system upgrade, display upgrades, and new system control device.

The proposal shall include training and a timeline for installation.

## **BUDGET & ESTIMATED PRICING**

The vendor must agree to keep these prices valid for 180 days at the time of an executed contract.

Total Cost Summary

Hardware/Software: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Miscellaneous: List and describe any other costs associated with your proposed solution.

## **TERMS AND CONDITIONS GOVERNING THIS RFP**

Pursuant to Tennessee State Law, the Iran Divestment Act Certification attached must be completed, notarized, and returned with the proposal in order for the proposal to be considered and awarded.

All proposals must be sealed, and property marked “**AUDIO/VISUAL SYSTEM EQUIPMENT UPGRADE 7/11/2024**” on the outside of the envelope. Late proposals will not be considered under any circumstances.

Proposals for the **AUDIO/VISUAL SYSTEM EQUIPMENT UPGRADE** will be received up to and until 2:30 pm EDT on Thursday, July 11, 2024, at the Office of the City Recorder, 1517 Tombras Avenue, East Ridge, Tennessee. At that time proposals received will be opened and read aloud. All questions on this project should be directed to Director of Human Resources and IT, at 423-805-3193 or [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov).

The City of East Ridge reserves the right to reject any or all proposals, to waive technicalities therein, and to award the proposal in the City’s best interest.

**IRAN DIVESTMENT ACT CERTIFICATION**  
**EFFECTIVE DATE JULY 1, 2016**

**Chapter No. 817 (HB0261/SB0377). “Iran Divestment Act” enacted.** Amends Tennessee Code Annotated, Title 12 by adding Chapter 12, which is to be known as the “Iran Divestment Act.” The Act requires the chief procurement officer for the State, no more than 120 days after the effective date of this Act, to publish on the State’s website, using credible information freely available to the public, a list of persons determined to be engaged in investment activities with Iran. It prohibits a person identified on the list from contracting with a local government and makes any contract entered into void. It provides that after the effective date of this Act, **every bid or proposal made to a local government for goods or services, when competitive bidding is required, must contain the certification stated below,** subscribed and affirmed by the bidder as true under the penalty of perjury. The Act allows the certification to be submitted electronically. **It prohibits a bid from being considered or an award being made if the bidder does not provide the certification below to the local government,** except under limited enumerated circumstances.

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**I certify, under penalty of perjury, that the following statement is true:**

**“By submission of this sealed bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.”**

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

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

**Print Name:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

<p><b>STATE OF</b> _____</p> <p><b>COUNTY OF</b> _____</p> <p>On this _____ day of _____, 20____, before me personally appeared, to me known to be the person (or persons) described in and who executed the foregoing instrument, and acknowledged that such person (or persons) executed the same as such person (or person's) free act and deed.</p> <p>Notary Public _____</p> <p>Print Name _____</p> <p>My Commission Expires:</p>
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