City of Prescott
Purchasing Services
216 S. Marina St., Suite 302
Prescott, AZ 86303-3929

Proposal 08EOH0005
Elks Opera House Sound System

The City of Prescott is soliciting proposals from qualified firms to plan, provide and install a new sound system for the Historic Elks Opera House. Sealed proposals (one (1) original and two (2) copies) shall be received before 2:00 pm on Thursday, August 23, 2007 at the time and place indicated in Section 2.2.

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1.0 Solicitation Specifications/Scope of Work/Proposal Evaluation

BACKGROUND

The Elks Opera House is a historic theatre dedicated in 1905, with a seating capacity of 575 in two levels. The main floor seats 400 and the balcony seats 175. The theatre is approximately 70 feet deep from the apron of the stage to the back wall and 60 feet wide. The stage to the curtains (excluding wings) is approximately 24 feet deep by 29 feet wide. Please see the attached seating chart, house drawing and photo for visual representations.

Our goal is to provide for the presentation of live theatre, live music, film and conferences/seminars with the highest quality sound equipment possible given the facility and our financial resources. The priorities are as follows:

1. Live music
2. Live theatre
3. Film
4. Conferences and Seminars
5. Live audio recording

Since the Elks Opera House is a historic building, it is our desire to make the sound system as visually transparent and in character with the building as possible. The proposal will need to be in line with future restoration plans (the restoration of the opera boxes, for example). It is our desire to keep the acoustical characteristics of the building intact as much as possible, while still meeting sound reinforcement needs with the highest quality. The equipment should be versatile, and meet the needs of many different kinds of performances, i.e. all the groups which frequent this theater: live theatre, bands, chamber music, choirs, orchestras, conferences and seminars, film festivals, etc.

The proposals we are requesting are not to exceed the $125,000 budgeted amount. It is our desire to have a minimum 40 channel system including drum mics, eight vocal mics, 12 or more Shure/Countryman E6 UHF wireless body mics, and four handheld wireless vocal mic systems (all wireless mic systems rack mounted with remote antennas). The system should include at the minimum a professional dual CD/DVD dual player/recorder and DAT or hard disc recording (i.e. Alesis HD-24 or similar), appropriate effects processing and equalization for the room and appropriate stage monitoring. This is the basic proposal level. All build-ins, mounting equipment, wiring and system installation should be included in the proposal. If these needs are met and funds are still available we would like to pursue a second level:

At this secondary level we would like to include digital film projection equipment sufficient for art film festivals, film series for children and teens, silent movie reproductions, etc. If this need can be met and funds are still available we would like to pursue a third level:

At a third level we would like to include audio/video monitoring for the lobby and greenroom areas and possibly address some of the lighting issues by enhancing our current lighting equipment with additional instruments and lighting angles/areas. At this third level we may also consider digital audio workstation hardware and software and adequate microphones so we can utilize the facility as a recording studio for large groups and/or have a separate recording mix from the live mix for recording live performances.

This information is provided so you can understand our needs and goals and have a starting point for your proposal. You can view the Elks Opera House website at http://www.elksoperahouse.com.

Please also note that any and all required electrical work shall be performed by the firm or by a qualified sub-contractor of the firm. The City of Prescott requires a “turn-key” project.

Proposal Content

The response to this RFP should be specific and complete in detail, address each item by the order given in the RFP and be prepared in a straight- forward manner. One (1) original and two (2) copies of the proposal shall be

submitted for purposes of evaluation. The City of Prescott, Arizona is requesting proposals for a new, installed sound system for the Elks Opera House. The system is to be installed between October 1, 2007 and November 15, 2007.

1. Provide a cover letter identifying your qualifications as they pertain to these services – special emphasis should be given to past experience working in historic buildings.

2. Provide a list of experience for similar services along with references.

3. Specifically identify your firm's ability to complete all work within the time constraints noted.

4. Respond in such a format as to easily identify the various phases and cost for each phase – either as a complete project or future add-on/upgrade.

2.0 Solicitation Process Requirements/Tentative Timeline

2.1 Communications with the City

All communications regarding this solicitation must be directed to the City's Buyer. The City's buyer for this solicitation is:

Dawn M. Foster, Purchasing Manager
City of Prescott
Purchasing Services
Fax: 928-777-1241
e-mail: dawn.foster@cityofprescott.net

Unless authorized by the City's Buyer, no other City official or employee is empowered to speak for the City with respect to this solicitation. Proposers are advised that the City shall not be bound by information, clarifications, or interpretations from other City officials or employees. Proposers are cautioned against contacting any City official or employee other than the City's Buyer. Failure to observe this requirement may be grounds for rejection of Proposer's proposal.

2.2 Schedule

Solicitation Advertisement		Sunday, July 29, 2007
Pre-Proposal Conference	**Time:**	**Friday, August 3, 2007 at 2:30 pm**
	Location:	**Elks Opera House** **117 E. Gurley St., Prescott, AZ**
Proposals Due	**Time:**	**Thursday, August 23, 2007 at 2:00 pm**
	Location:	**Office of the City Clerk** **201 S. Cortez St.** **Prescott, AZ 86302**

2.3 Pre-Proposal Conference

If indicated in Section 2.2 above, a pre-proposal conference will be held for this solicitation. The purpose of the pre-proposal conference is to provide Proposers with an opportunity to obtain clarification of this solicitation. Proposers are encouraged to submit questions, comments and requests in writing to the City's Buyer prior to the pre-proposal conference.

Attendance at the pre-proposal conference may be optional or mandatory as indicated in Section 2.2 above. If the pre-proposal conference is mandatory, failure to attend will preclude a Proposer from submitting a proposal. Failure to attend an optional pre-proposal conference will not preclude a Proposer from submitting a proposal.

2.4 Letter of Interest

Proposers wishing to receive addenda to this solicitation, answers to questions posed by other Proposers, and related information shall submit a Letter of Interest to the City's Buyer in person or by fax or email no later than the time and date listed in Section 2.2.

The purpose of the Letter of Interest is to ensure Proposers receive all solicitation addenda, answers to questions posed by Proposers, and other related information. The City will consider this letter as an interest to proposal only, without further obligation to the Proposer.

The Letter of Interest must designate the office, employee or agent who will be the Proposer's contact for all communications regarding this acquisition. The following information should be provided for this individual:

Name
Title
Company Name
Mailing Address
Telephone Number
Fax Number
Email Address

2.5 Questions and Requests for Addenda

Proposers who have questions about or suggestions for changes to this solicitation may direct them to the City's Buyer in writing by fax or email.

Questions and requests for addenda must be received by the City's Buyer no later than the date and time listed in Section 2.2. Questions received after this time will not be considered or answered.

Failure by a Proposer to request clarification of any inadequacy, omission or conflict shall not relieve the Proposer of the responsibility of being in compliance with the solicitation.

2.6 City Answers and Addenda

Changes to this solicitation will be made only by formal written addenda issued by the City's Buyer. Any such addenda and City answers to questions will be issued no later than the date and time listed in Section 2.2. Addenda and City answers will be emailed or faxed to all Proposers who submitted a letter of interest.

Changes to this solicitation may be made by the City if, in the sole judgment of the City, the changes will not compromise the City's objectives in this acquisition.

All addenda issued by the City shall become a part of the specifications of this solicitation, and will be made part of the resulting agreement.

2.7 Proprietary Material

A Proposer shall clearly mark any proprietary information contained in its proposal with the words "proprietary information." Proposer shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a proposal as proprietary may result in rejection of the proposal.

Proposers should be aware that the City is required by law to make its records available for public inspection. The Proposer, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Proposer in the event that the City must legally disclose these materials.

2.8 Multiple Proposals

A Proposer may submit multiple proposals for any solicitation however; each proposal must be submitted separately (in its own complete package) from the others.

2.9 Delivery of Proposals

Sealed proposals (one (1) original and two (2) copies) must be received at the Office of the City Clerk no later than the date and time listed in Section 2.2.

If the proposal is delivered by the U.S. Postal Service, the proposal should be addressed to:

Elizabeth Burke, City Clerk
City of Prescott
PO Box 2059
Prescott, AZ 86302

If the proposal is delivered by an entity other than the U.S. Postal Service, the proposal should be addressed to:

Elizabeth Burke, City Clerk
City of Prescott
201 S. Cortez St.
Prescott, AZ 86303

Proposer shall enclose proposal (one (1) original and two (2) copies) in a sealed envelope. The envelope should identify the Proposer's name, mailing address, Solicitation and Title, and the time and date due.

The City shall not consider late proposals, telegraphic (fax) or telephone proposals.

Proposer is solely responsible for ensuring that proposal(s) are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the deadline for receipt of proposals. Proposals received after the deadline will be returned unopened.

2.10 Cost of Proposals

The City shall be not be liable for any costs incurred by Proposer in the preparation and submittal of a proposal(s) in response to the solicitation or in the participation of any part of the acquisition process.

2.11 Errors in Proposals

Proposer is responsible for all errors or omission in their proposals, and any such errors or omission will not serve to diminish their obligations to the City.

2.12 Withdrawal of Proposals

A proposal may be withdrawn by written request of the Proposer prior to the proposal due date and time listed in Section 2.2. No proposal may be withdrawn for a period of 90 calendar days after the proposal due date and time.

2.13 Changes in Proposals

Prior to the proposal due date and time listed in Section 2.2, a Proposer may make changes to its proposal provided the change is initialed and dated by the Proposer. Corrections and/or modifications received after the closing time specified will not be accepted.

2.14 Rejection of Proposals

The City reserves the right to reject any and all proposals and to waive any immaterial defects and irregularities in proposals.

2.15 Disposition of Proposals

All materials submitted in response to the solicitation, including samples, shall become the property of the City upon delivery to the City.

2.16 Incorporation of Solicitation and Response in Agreement

This solicitation, including all attachments and addenda, and all promises, warranties, commitments and representations in the successful proposal shall be binding and shall become obligations of the agreement.

2.17 Protests

Any protest of the solicitation process must be filed by 5:00 p.m. on the third business day after solicitations are opened. All such protests shall be in writing, contain a complete statement of the grounds for protest, and be filed with the Purchasing Manager, PO Box 2059, Prescott, AZ 86302, FAX 928-777-1234.

Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the City to perceived problems so that corrective action could be taken prior to the selection of the Apparent Successful Proposer(s). The City will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing an agreement with any other proposer.

2.18 Proposal Submittal

Proposal (one (1) original and two (2) copies) must be sealed and the envelope must clearly indicate the information as described in Section 2.9. Proposer must fully complete and submit the following documents:

1) Proposal Form A – Solicitation Response Cover Sheet
2) Proposal Form B - Proposal Certification
3) Proposal Form C - Non-Collusion Certificate
4) Proposal Form D - Contractor Questionnaire
5) Proposal Form E – Certificate of Ownership
6) Proposal Form F – Proposer Optional Information
7) Proposal Form G – Proposer Qualifications, Representations and Warranties

3.0 General Contract Terms and Conditions

1. **Entire Agreement:** This contract, including all attachments referenced herein, constitutes the entire agreement between the City and the Contractor. The City's RFQ/RFP, all addenda to the RFQ/RFP, and the Contractor's response to the RFQ/RFP are explicitly included in this contract. Where there is any conflict among or between any of these documents, the controlling document shall be the first listed in the following sequence: the most recently issued Contract amendment; the Contract; the most recently issued addendum to the City's RFQ/RFP; the City's RFQ/RFP; and the Contractor's response to the RFQ/RFP.

2. **Term**: The term of this Contract shall commence on the date the City's Purchasing Agent signs the same and shall expire as stated within the Contract.

3. **Freight**: Prices include freight prepaid and allowed. The Contractor assumes the risk of every increase, and receives the benefit of every decrease, in delivery rates and charges.

4. **Title**: Prices are F.O.B. destination. Title to items and risk of loss remain with Contractor until City receives items at the delivery point.

5. **Overages/Undergoes:** Shipments shall correspond with the Contract; any unauthorized advance or excess shipment is returnable at Contractor's expense.

6. **Schedule**: Unless the City's Purchasing Agent requests a change in schedule, the Contractor shall deliver the items or render the services as stated in the Contract. At the City's option, the Contractor's failure to timely deliver or perform may require expedited shipping at the Contractor's expense, or may be cause for termination of the Contract and the return of all or part of the items at the Contractor's expense. If the Contractor anticipates difficulty in meeting the schedule, the Contractor shall promptly notify the City's Purchasing Agent of such difficulty and the length of the anticipated delay.

7. **Payment**: Invoices will be paid according to early payment discount terms, or if no early payment discount is offered, thirty (30) days after the City's receipt and acceptance of the goods or completion and acceptance of the services. Payment periods will be computed from either the date of delivery of all goods ordered, the completion of all services, or the date of receipt of a correct invoice, whichever date is later. This section is not intended to restrict partial payments that are specified in the contract. No payment shall be due prior to the City's receipt and acceptance of the items identified in the invoice therefore.

8. **Unlawful Overcharges**: The Contractor assigns to the City all claims for anti-trust violations and overcharges relating to items purchased by the City.

9. **Price Warranty:** The Contractor warrants that the prices for the items sold to the City hereunder are not less favorable than those currently extended to any other customer for the same or similar items in similar quantities. The Contractor warrants that prices shown on this Contract are complete, and that no additional charge of any type shall be added without the City's express written consent.

10. **Warranties**: The Contractor warrants that all goods are merchantable, comply with the City's latest drawings and specifications, and are fit for the City's intended use; all goods comply with all applicable safety and health standards established for such products; all goods are properly packaged; and all appropriate instructions or warnings are supplied.

11. **Date Warranty**: Vendor warrants that all Software provided under this Contract: (i) does not have a life expectancy limited by date or time format; (ii) will correctly record, store, process, and present calendar dates; (iii) will lose no functionality, data integrity, or performance with respect to any date; and (iv) will be interoperable with other software used by Purchaser that may deliver date records from the Software, or interact with date records of the Software ("Date Warranty"). In the event a Date Warranty problem is reported to Vendor by Purchaser and such problem remains unresolved after three (3) calendar days, at Purchaser's discretion, Vendor shall send, at Vendor's sole expense, at least one (1) qualified and knowledgeable representative to Purchaser's premises. This representative will continue to address and work to remedy the failure, malfunction, defect, or nonconformity on Purchaser's premises. This Date Warranty shall last perpetually. In the event of a breach of any of these representations and warranties,

Vendor shall indemnify and hold harmless Purchaser from and against any and all harm, injury, damages, costs, and expenses incurred by Purchaser arising out of said breach.

12. **Equal Employment Opportunity:** During the term of this Contract, the Contractor agrees as follows: The Contractor will not discriminate against any employee or applicant for employment because of creed, religion, race, color, sex, marital status, sexual orientation, gender identity, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical handicap. Such action 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 forms of compensation, and selection for training, including apprenticeship.

13. **Diversity:** The City encourages the Contractor to employ a workforce reflective of the region's diversity.

14. **Discrimination in Contracting**: The Contractor shall not create barriers to open and fair opportunities for subcontractors and suppliers in obtaining or competing for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractors and suppliers, the Contractor shall not discriminate on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.

15. **Record-Keeping:** The Contractor shall maintain, for at least 12 months after expiration or earlier termination of the term of this Contract, relevant records and information necessary to document the Contractor's utilization of other businesses as subcontractors and suppliers in this contract and in its overall public and private business activities. The Contractor shall also maintain all written quotes, proposals, estimates, or proposals submitted to the Contractor by all businesses seeking to participate as subcontractors or suppliers in the contract. The City shall have the right to inspect and copy such records. If this Contract involves federal funds, the Contractor shall comply with all record-keeping requirements set forth in every applicable federal rule, regulation and statute referenced in the contract documents.

16. **Publicity**: The Contractor shall not advertise or publish the fact that the City has contracted to purchase items from the Contractor without the City's prior written approval.

17. **Proprietary and Confidential Information:** The Contractor acknowledges that the City is required by law to make its records available for public inspection, with certain exceptions. City staff believe that this legal obligation would not require the disclosure of proprietary descriptive information that contains valuable designs, drawings or formulas. The Contractor, by submission of materials marked proprietary and confidential, nevertheless acknowledges and agrees that the City will have no obligation or any liability to the Contractor in the event that the City must disclose these materials by law.

18. **Indemnification**: To the extent permitted by law, the Contractor shall protect, defend, indemnify and hold the City harmless from and against all claims, demands, damages, costs, actions and causes of actions, liabilities, judgments, expenses and attorney fees, resulting from the injury or death of any person or the damage to or destruction of property, or the infringement of any patent, copyright, or trademark, arising out of the work performed or goods provided under this Contract, or the Contractor's violation of any law, ordinance or regulation, except for damages resulting from the sole negligence of the City.

19. **Insurance:** The Contractor shall secure and maintain, at all times during the term of this Contract, at its own expense, a policy or policies of insurance known as**: (1) Commercial General Liability** written on an insurance industry standard occurrence form (ISO form CG 00 01) or equivalent including premises/operations, products/completed operations, personal/advertising injury, contractual liability, and independent contractors liability**; (2)** if any vehicle is used in the performance of this Contract, a policy of **Business Automobile Liability** written on an insurance industry standard form (ISO form CA 00 01) or equivalent**,** including coverage for owned, non-owned, leased or hired vehicles; and **(3)** if any work under this Contract will be performed by a resident of the state of Arizona, **Worker's Compensation** ("Industrial Insurance") as required by the State of Arizona. The insurance as provided under items (1) and (2) above

shall be endorsed to include The City of Prescott, its officers, elected officials, employees, agents and volunteers as an **Additional Insured** per ISO form CG2010 11/85 or CG2026 or equivalent, and to not permit reduction or cancellation by the insurer without forty-five (45) days prior written notice to the City. The Contractor's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the Contractor's insurance.

20. **Compliance with Law:** The Contractor, at its sole cost and expense, shall perform and comply with all applicable laws of the United States and the State of Arizona; the Charter, Municipal Code, and ordinances of The City of Prescott; and rules, regulations, orders, and directives of their respective administrative agencies and officers.

21. **Licenses and Similar Authorizations:** The Contractor, at no expense to the City, shall secure and maintain in full force and effect during the term of this Contract all required licenses, permits, and similar legal authorizations, and comply with all related requirements.

22. **Taxes:** The Contractor shall pay, before delinquency, all taxes, levies, and assessments arising from its activities and undertakings under this Contract; taxes levied on its property, equipment and improvements; and taxes on the Contractor's interest in this Contract.

23. **Americans with Disabilities Act:** The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) in performing its obligations under this Contract. In particular, if the Contractor is providing services, programs, or activities to City employees or members of the public as part of this Contract, the Contractor shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability. Failure to comply with the provisions of the ADA shall be a material breach of, and grounds for the immediate termination of, this Contract.

24. **Adjustments**: The City's Purchasing Agent at any time may make reasonable changes in the place of delivery, installation or inspection; the method of shipment or packing; labeling and identification; and ancillary matters that Contractor may accommodate without substantial additional expense to the City.

25. **Amendments**: Except for adjustments authorized above, modifications or amendments to the Contract may only be made by a change order or by written document signed by or for both parties. Unless Contractor is otherwise notified, the City's Purchasing Agent shall be the City's authorized agent.

26. **Assignment**: Neither party shall assign any right or interest nor delegate any obligation owed without the written consent of the other, except Contractor may assign the proceeds of this Contract for the benefit of creditors upon 21 days advance written notice to the City.

27. **Binding Effect**: The provisions, covenants and conditions in this Contract apply to bind the parties, their legal heirs, representatives, successors, and assigns.

28. **Waiver:** The City's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type.

29. **Applicable Law:** This Contract shall be construed under the laws of the State of Arizona. The venue for any action relating to this Contract shall be in the Superior Court for Yavapai County, State of Arizona.

30. **Remedies Cumulative:** Remedies under this Contract are cumulative; The use of one remedy shall not be taken to exclude or waive the right to use another.

31. **Severability:** Any invalidity, in whole or in part, of any provision of this Contract shall not affect the validity of any other of its provisions.

32. Gratuities: The City may, by written notice to the Contractor, terminate Contractor's right to proceed under this Contract upon one (1) calendar day's notice, if the City finds that any gratuity in the form of entertainment, a gift, or otherwise was offered or given by the Contractor or any agent thereof to any City official, officer or employee.

35. Termination:

35.1. For Cause: Either party may terminate this Contract in the event the other fails to perform its obligations as described herein, and such failure has not been corrected to the reasonable satisfaction of the other in a timely manner after notice of breach has been provided to such other party.

35.2. For Reasons Beyond Reasonable Control of a Party: Either party may terminate this Contract without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control such as but not limited to an act of nature; war or warlike operations; civil commotion; riot; labor dispute including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.

35.3. For Public Convenience: The City may terminate this Contract in whole or in part whenever the City determines that such termination is in its best interest (including but not limited to for lack of continuing appropriations). In such a case the Contractor shall be paid for all items accepted by the City.

35.4. Notice: Notice of termination shall be given by the party terminating this Agreement to the other not less than ten (10) working days prior to the effective date of termination.

36. Major Emergencies or Disasters: The following provision shall be in effect only during major emergencies or disasters. The City is committed to preparing thoroughly for any major emergency or disaster situation. As part of its commitment, the City is contracting with the Contractor under the following terms and conditions: Contractor shall provide to the City, upon the City's request, such goods and/or services at such time as the City determines. In the event the Contractor is unable to meet the delivery date commitment due to circumstances beyond the reasonable control of the Contractor, the Contractor shall make such delivery as soon as practicable. If the Contractor is prevented from making such delivery to the requested delivery location due to circumstances beyond its reasonable control, the Contractor shall immediately assist the City in whatever manner is reasonable to gain access to such goods and/or services. In the event that the Contractor is unable to provide such goods and/or services as requested by the City, the Contractor may offer to the City limited substitutions for its consideration and shall provide such substitutions to the City as required above, provided the Contractor has obtained prior approval from the City for such substitution. The Contractor shall charge the City the price determined in this Contract for the goods and services provided, and if no price has been determined, it shall charge the City a price that is normally charged for such goods and/or services (such as listed prices for items in stock). In the event that the City's request results in the Contractor incurring unavoidable additional costs and causes the Contractor to increase prices in order to obtain a fair rate of return, the Contractor shall provide the City with appropriate documentation of the additional costs. The Contractor acknowledges that the City is procuring such goods and/or services for the benefit of the public. The Contractor, in support of public good purposes, shall consider the City as a customer of first priority and shall make its best effort to provide to the City the requested goods and/or services in a timely manner. For purposes of this Contract, a "major emergency" or "disaster" shall include, but is not limited to a storm, high wind, earthquake, flood, hazardous material release, transportation mishap, loss of any utility service, fire, terrorist activity or any combination of the above.

4.0 Standard Proposal Information

4.1 Default by Proposer

In case of default by the Proposer, the City of Prescott may procure the items or service from other sources and may deduct from any monies due or that may thereafter become due to the Proposer the difference between the price named in the contract or purchase order and the actual cost thereof to the City of Prescott. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.

4.2 Cash Discounts

In connection with any cash discount specified on this proposal, time will be computed from the date of complete delivery of the supplies, equipment or services as specified or from the date correct invoices are received in the City Finance office if the latter date is later than the date of delivery. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check.

4.3 Warranty

Manufacturer's warranties shall remain in effect. All equipment purchased shall be purchased from one (1) vendor. That one vendor shall be fully responsible for all warranty performance relating to any part of component of the purchased equipment. The vendor's responsibility shall include all warranty involving sub-contractors. The vendor shall supply a warranty on all parts and workmanship from the initial delivery date. The vendor shall guarantee further that the equipment to be supplied complies with all applicable regulations.

4.4 Litigation

The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. Neither party shall be entitled to an award of attorneys' fees, either pursuant to the Contract or another other state or federal statute.

4.5 Cooperative Use of Contract

This contract may be extended for use by other municipalities, school districts and government agencies in the State of Arizona with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

4.6 Brand Names

Brand names are only used for reference to indicate character or quality desired unless otherwise indicated.

5.0 Instructions for Solicitation Forms

5.1 Form A - Solicitation Response Cover Sheet
Proposer shall complete, sign, and submit Form A as the first page of the proposal package.

5.2 Form B - Proposal Certification
Proposer shall complete, sign, and submit Form B

5.3 Form C - Non-Collusion Certificate
Proposer shall complete, sign, and submit Form C.

5.4 Form D - Contractor Questionnaire
Proposer shall complete, sign, and submit Form D.

5.5 Form E - Certificate of Ownership
Proposer shall complete, sign, and submit Form F completely and accurately stating the names and addresses of all persons, firms, corporations, partnerships or other associations having any direct or indirect financial interest in the Proposer's business and the nature and extent of each such interest.

5.6 Form F - Proposer Optional Information
Form F is for informational purposes only, is not required to be answered or submitted, and responses will not be taken into consideration in proposal evaluation, or in agreement award or administration. Proposer may complete, sign, and submit Form F.

5.7 Form G - Proposer Qualifications, Representations and Warranties,

5.7.1 Proposer shall complete and submit Solicitation Form G. Proposer shall provide additional information as required.

5.7.2 The City reserves the right to inspect any of Proposer's facilities and equipment after the proposal due date and time listed in Section 2.2. The Proposer shall make such facilities and equipment available for the City's inspection within eight business hours of the City's request. The City may require additional information concerning a Proposer's facilities, equipment, personnel, and procedures. The Proposer shall supply such information within the time noted in the City's request.

5.7.3 The City shall consider awarding agreements only to responsible Proposers. Responsible Proposers are those that have, in the sole judgment of the City, the financial ability, character, reputation, resources, skills, capability, reliability, and business integrity necessary to perform the requirements of the agreement.

5.7.4 In determination of responsibility, the City may consider all information available to the City, whether specifically provided by the Proposer in response to this solicitation or other information otherwise available to the City in evaluating the responsibility of the Proposer. Such information may include, but is not limited to, experience and history of the City with current and/or prior contracts held by the Proposer with the City or with other agencies, references provided by the Proposer to the City, information provided by the Proposer as part of the solicitation responses, and information not specifically provided by the Proposer but is otherwise available to the City and has merit in consideration of responsibility, in the opinion of the City. The evaluation of responsibility shall be determined by the City and shall be in the sole opinion of the City. Such evaluation by the City shall be final and not subject to appeal.

Furthermore, no agreement will be awarded to a Proposer if any owner of such Proposer

has been convicted within the past ten years of a crime involving dishonesty or false statements, or if the Proposer has unsatisfied tax or judgment liens.

5.7.5 Proposer shall provide (2) references, a sub-contractors list (if applicable) and certify there are no unsatisfied tax liens or judgements on record. Proposer shall complete, sign, and submit Form G.

Form A – Solicitation Response Cover Sheet

City of Prescott
Solicitation Response

Solicitation Number:
08EOH0005

Description:…….. Elks Opera House Sound System

Proposal checklist:

☐ Original Forms A through G completed and submitted

☐ (2) copies of proposal included

Business Name: _____

Business Address: _____

_____

Business Phone: (_____) _____

Business Contact: _____

Form B – Proposal Certification

Proposer Name:_____

The undersigned Proposer hereby certifies as follows:

B.1 That he/she has read The City of Prescott's Solicitation, appendices, attachments and the following Addenda (if applicable) in their entirety and to the best of his/her knowledge has complied with the mandatory requirements stated therein.

Addendum	Issue Date
_____	_____
_____	_____

B.2 That he/she has had opportunity to ask questions regarding the solicitation, and that such questions having been asked, have been answered by the City.

B.3 That the Proposer's proposal consists of the following:

1. Form A – Solicitation response cover sheet
2. Form B – Proposal Certification
3. Form C – Non-Collusion Certificate
4. Form D – Contractor Questionnaire
5. Form E – Certificate of Ownership
6. Form F – Optional Proposer Information
7. Form G – Proposer Qualifications, Representations and Warranties

B.4 That the Proposer's proposal is valid for 90 days.

Dated this _____ day of _____ 2007.

_____ _____

Signature **Title**

Form C – Non-Collusion Certificate

Proposer Name:_____

The undersigned Proposer hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a proposal to The City of Prescott for consideration in the award of this solicitation.

Dated this _____ day of _____ 2007.

_____ _____

Signature **Title**

Form D – Proposer Questionnaire

Yes - No

☐ ☐ **1.** Has the City of Prescott or other governmental entity incurred costs as a result of contested change order (s) from the undersigned company?

☐ ☐ **2.** Has the City of Prescott or other governmental entity been involved in litigation relative to contract performance with the undersigned company?

☐ ☐ **3.** Has the undersigned company failed to meet proposal specifications or time limits on other contracts?

☐ ☐ **4.** Has the undersigned company abandoned a contract or refused to perform without legal cause after submitting a proposal?

☐ ☐ **5.** Has the undersigned company had proposalding errors or omissions in two or more proposal submissions within a thirty-six month period?

☐ ☐ **6.** Has the undersigned company failed to perform or performed unsatisfactory of two or more contracts within a thirty-six month period.

☐ ☐ **7.** Does the undersigned company have adequate equipment, personnel and expertise to complete the proposed contract?

☐ ☐ **8.** Does the undersigned company have a record of safety violations in two or more contracts within a thirty-six month period?

☐ ☐ **9.** Does the undersigned have a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such a contract or subcontract within a ten-year period?

☐ ☐ **10.** Has the undersigned company been convicted of a criminal offense within a ten-year period of embezzlement, theft, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which might affect responsibility as a municipal contractor?

☐ ☐ **11.** Has the undersigned company been convicted of state or federal antitrust statues within a ten-year period arising out of submission of proposals or proposals?

☐ ☐ **12.** Has the undersigned company been disbarred or a similar proceeding by another governmental entity?

If you answered "yes" to Items 1-6 or 8-12 or answered "no" to Item 7, please attach a full explanation to this questionnaire.

Company: _____

Address: _____

Name: _____ (please print)

Title: _____ (please print)

Signature: _____

Date: _____

Form E – Certificate of Ownership

Proposer Name:_____

The undersigned Proposer hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, are the only person, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Proposer's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this _____ day of _____ 2007.

_____ _____

Signature **Title**

Form F – Proposer Optional Information

Proposer Name:_____

Proposal Form F is for informational purposes only, is not required to be answered or submitted, and responses will not be taken into consideration in proposal evaluation, or in agreement award or administration. Proposer may complete, sign, and submit Proposal Form F.

Affirmative Efforts to Utilize WMBEs – The City encourages the utilization of woman- and minority-owned businesses and the participation of such businesses in City solicitations. The City requests Proposer to designate whether it is a State certified woman or minority owned business (WMBE), or whether the Proposer desires to self-identify as owned by women or minorities.

WMBE Status:

Certification:
_____ Women's Business Enterprise WMBE Certification No._____
_____ Minority Business Enterprise
_____ Minority and Women's Business Enterprise
_____ Disadvantaged Business Enterprise DBE Certification No._____

Ethnicity:
_____ Asian American _____ Native American
_____ African American _____ White
_____ Hispanic

Gender: _____ Male _____ Female

Self-Identification: If Proposer is not WMBE or DBE Certified, please select one category of ownership that best describes the ownership of Proposer:

Is Proposer at least 51% owned by one or more women? _____ Yes _____ No

Is Proposer at least 51% minority owned? _____ Yes _____ No

Ethnicity:
_____ Asian American _____ Native American
_____ African American _____ White
_____ Hispanic

Gender: _____ Male _____ Female

Form G – Proposer Qualifications, Representations and Warranties

Proposer Name:_____

The undersigned Proposer hereby certifies as follows:

G1 **Taxes and Liens** - Proposer has no unsatisfied tax or judgment lien on record.

G2 **Subcontractors** – Proposer submits as Attachment 4 to this Proposal Form G a list of all subcontractors it will use in performing the requirements of the agreement resulting from this solicitation. A subcontractor is any separate legal entity used to perform requirements of the proposed agreement. The list shall include the firm's name, contact person and title, mailing address, telephone number, fax number and a description of the service(s) to be subcontracted. Proposer shall also attach a copy of the letter from the subcontractor stating its commitment to perform the services(s) subcontracted.

G3 **References** – The City will enter into an agreement only with a Proposer(s) having a reputation of satisfactory performance. The Proposer's ability to provide timely service; knowledgeable, conscientious, and courteous staff; reasonable care and skill; invoicing consistent with contract pricing, etc., are important to the City. Proposer shall provide information for two clients, other than the City of Prescott, that presently contract with Proposer for similar goods or services:

Reference #1
Firm Name: _____
Address: _____
Contact Person: _____
Phone Number: _____

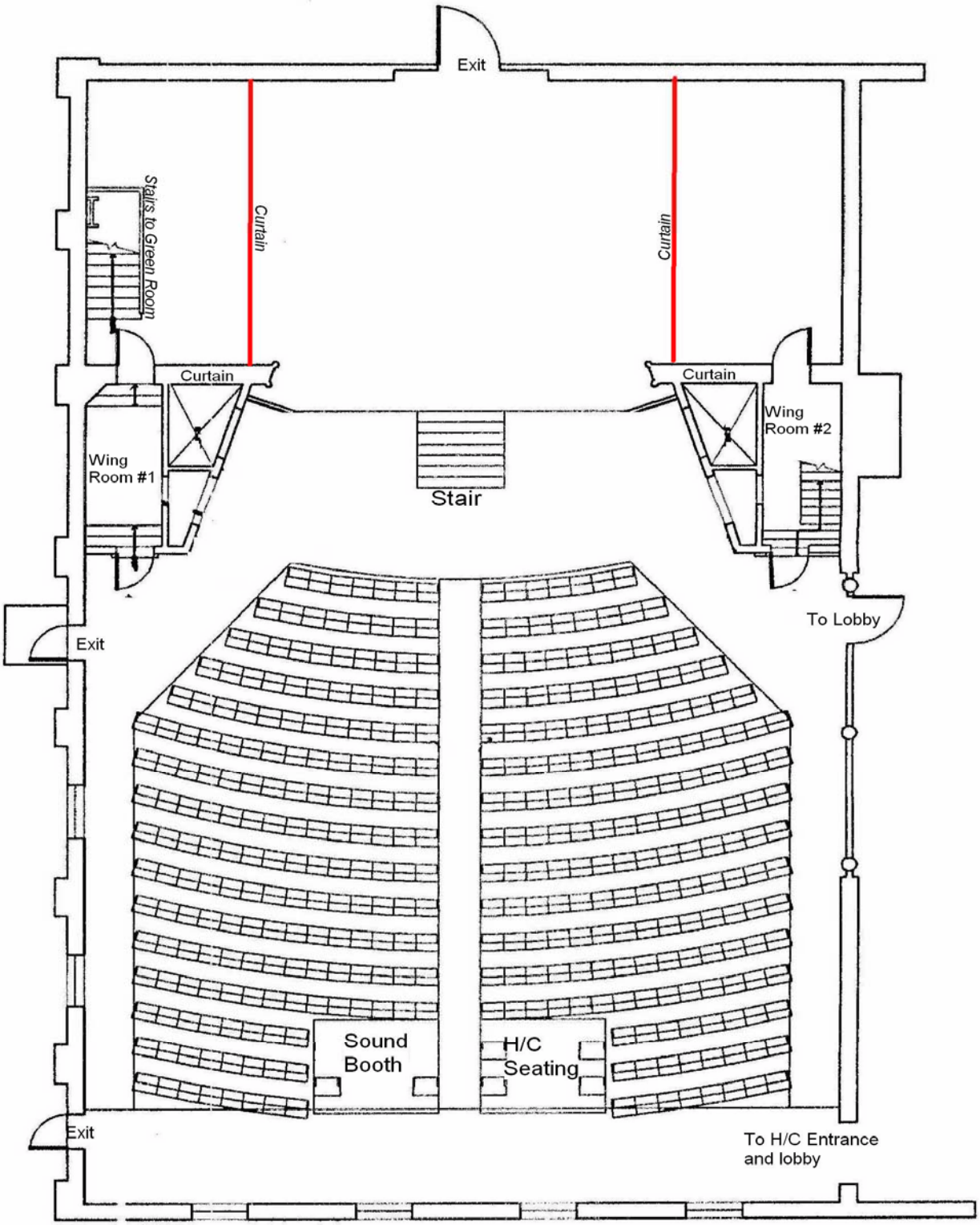
Reference #2
Firm Name: _____
Address: _____
Contact Person: _____
Phone Number: _____

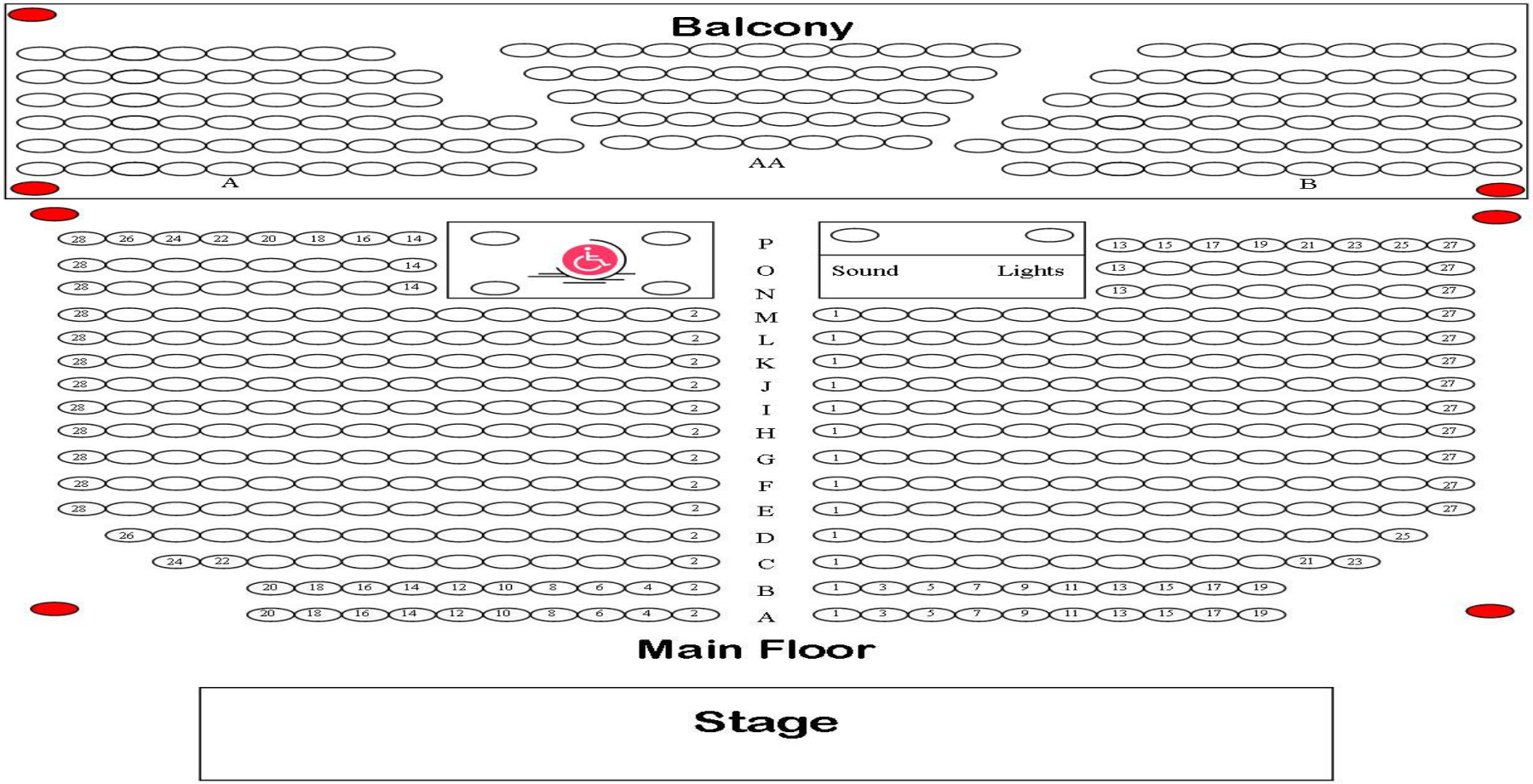
Note: The proposal evaluators may contact the customer references, as well as any other customers or customer employees including The City of Prescott. A Proposer with unsatisfactory references may have its proposal rejected.

G4 **Proposer's Examination** - Proposer has made its own examination, investigation and research regarding the requirements of the solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment and facilities necessary to perform. Proposer fully understands the character of the work and services, the manner in which payment is to be made, the City of Prescott standard terms and conditions, and the solicitation. Proposer acknowledges and agrees that it has satisfied itself by its own examination, investigation and research, and that is will make no claim against the City because of erroneous estimates, statements, or interpretations made by City. Proposer hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the solicitation, and at the prices as proposed.

Dated this _____ day of _____ 2007.

_____ _____
Signature Title


Exit
Stairs to Green Room
Curtain
Curtain
Curtain
Curtain
Wing Room #1
Wing Room #2
Stair
Exit
To Lobby
Sound Booth
H/C Seating
Exit
To H/C Entrance and lobby

In the event of fire or other emergencies, please proceed carefully to the nearest exit. Exits are clearly marked with a red EXIT sign.

= Exit