

Sealed proposals will be received until 10 am,
Monday, September 27, 2021 at:

**CITY COUNTY BUILDING
CITY OF BISMARCK
221 NORTH 5th STREET
BISMARCK, ND 58506**



**BISMARCK EVENT CENTER
REQUEST FOR PROPOSALS (RFP)
SCORING TABLES**

In accordance with the attached specifications:

1. Calendar of Events

First Publication – September 9, 2021
Proposers' Question Deadline – September 22, 2021
Bid Closes – September 27, 2021 by 10 am
Bid Opening – September 27, 2021 @ 11 am
Evaluate Proposals – September 27, 2021
Award Notification – September 28, 2021

2. Proposals are to be submitted on the proposer's own forms. **Three (3) complete copies of the proposal shall be submitted.** An authorized officer of the company shall sign proposals. Any erasures or other changes on any bid shall bear the signature of the proposer. Receipt of any addendum to this RFP shall be acknowledged in the proposal.
3. Proposals are to be sealed and mailed to City County Building, City of Bismarck, 221 North 5th Street, Bismarck, ND 58506. Envelope is to be sealed and marked in the lower left-hand corner: "Proposal for Bismarck Event Center Scoring Tables"
4. Proposers are responsible for delivery of a bid prior to the date and time due. Bids not received by the date and time due will not be considered, regardless of when mailed or dispatched.
5. Any exceptions to the specifications, or any other specific considerations of conditions requested or required by the proposer shall be enumerated by the proposer and submitted as a part of the bid proposal. The contractor shall be required and expected to meet the specifications in their entirety, unless any exceptions are duly noted in the bid submission.
6. Proposals may be withdrawn up until the time of the opening. Proposals may not be withdrawn after opening and shall be valid for a period of 120 days from the opening.

7. Purchases by the City of Bismarck are not subject to the North Dakota State sales tax. The City's Tax-Exempt Number is E-4054.
8. A prospective supplier may offer alternate specifications to the City, which the supplier feels are an equal alternate to the specifications required. If the alternate is unacceptable to the City, the prospective supplier may request, in writing, that the matter be scheduled for review by the City Commission. Such request must be made by September 22, 2021 to the Bismarck City Administrator. Requests for review by the City Commission after this date shall not be honored.
9. The proposal should list the personnel who will be assigned to work on the project including titles, roles for this project, education and work experience.
10. The City of Bismarck/Bismarck Event Center reserves the right to accept or reject any and all proposals, to waive any technicalities or irregularities, and to accept that (those) proposal(s) which is (are) in the best interest of the Event Center. The basis of award shall be to the proposal that, in the sole discretion of the City of Bismarck, best fits its needs.
11. The City reserves the right to hold all bids for a period of thirty (30) days, accept or reject all bids, to waive technicalities or to accept such as may be in the best interest of the City. Selection will be based upon a combination of price, quality, suitability, availability and bidder qualifications.
12. To include all equipment, freight costs, miscellaneous hardware, and labor for installation, setup, programming, final commissioning and training. As part of the submitted Bid, Bidders shall include a list of equipment. A summary of warranty information shall also be provided.
13. **PROJECT OVERVIEW:**
 - A. **SCOPE:** The bidder shall provide the following components and/or services that will comprise the scoring tables:
 - a. 4 - 10 foot 3.9mm all-LED score tables
 - b. Wireless presentation software
 - c. A laptop or computer to control the software
 - d. Lifelong tech support
 - e. Minimum of a 5-year warranty on all parts and various motion graphics
 - f. Any other miscellaneous equipment, converter, adapter, or cabling that is necessary to complete the project
 - g. All labor for installation, programming and training

14. **DELIVERY AND COMPLETION:**

The Bidder will have the scoring tables delivered to the Bismarck Event Center. Project to be completed, including programming and training by 5:00PM CDT on November 12, 2021.

15. **QUESTIONS:**

Any questions regarding the proposal procedures, interpretations, and/or technical questions shall be directed to Amanda Yellow, Sales & Marketing Manager, Bismarck Event Center, (701) 355-1376 or ayellow@bismarcknd.gov. Questions should be submitted prior to September 22nd so that responses can be made in writing to all potential vendors, when applicable. Any prospective proposer must contact Amanda Yellow prior to September 17th and supply the name and contact information for the person that will receive any addenda or answers to questions submitted.

BID:

Scoring tables for the Sum of:

_____ (\$ _____)

Respectfully submitted,

By:

Signature

Printed Name

Address

City State Zip

Contact Phone Number

Date