

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
DECEMBER 1, 2009 AGENDA**

Subject:	Type:	Submitted By:
AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN POKORNY POLICE CAPTAIN

SYNOPSIS

A resolution has been prepared authorizing the advertisement of a request for proposals (RFP) for an outdoor movie system.

FISCAL IMPACT

The FY 2009/2010 General Budget provides funding for the purchase of this equipment.

RECOMMENDATION

Approval

BACKGROUND

As part of the strategic plan the Mayor and Council have identified the need to strengthen a sense of shared community identity among residents and businesses. A key objective was to create new opportunities that bring residents together for celebration, leisure pursuits or civic engagement.

A staff committee was formed to identify opportunities to initiate ongoing events such as community movie nights. As a result a request to put out an RFP for an outdoor movie system is being recommended in accordance with the following schedule.

Advertise for Bids	December 2, 2009
Proposals Due	December 18, 2009, 12:00 p.m.
Open Bids	December 21, 2009, 2:00 p.m.
Tentative Award Date	January 5, 2010

A complete copy of the specifications is on file in the office of the City Clerk.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR AN OUTDOOR INFLATABLE MOVIE SYSTEM

WHEREAS, the Mayor and Council have determined that it is desirable to take proposals for a Movie System; and

WHEREAS, a committee was formed and has prepared specifications for the request for proposals; and

WHEREAS, the FY 09/10 General Fund budget provides funding for such purchase;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the advertisement for request for proposals and the City Clerk is hereby authorized to advertise for the proposals in accordance with the specifications prepared by the committee, and said sealed proposals are to be opened publicly at 2:00 p.m. December 21, 2009, at City Hall, 8116 Park View Blvd., La Vista, Nebraska 68128.

Advertise for Bids
Proposals Due
Open Bids
Tentative Award Date

December 2, 2009
December 18, 2009
December 21, 2009
January 5, 2010

PASSED AND APPROVED THIS 1ST DAY OF DECEMBER 2009.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA

REQUEST FOR BID AND BID SHEET

ON: OUTDOOR INFLATABLE MOVIE SYSTEM

NOT AN ORDER

From: City of La Vista
City Clerk
8116 Park View Blvd.
La Vista, Nebraska 68128

DATE ISSUED: December 1, 2009
PROPOSALS DUE: December 18, 2009, 12:00 p.m.
TENTATIVE AWARD DATE: January 5, 2010

BID OPENING:
December 21, 2009 at 2:00 p.m.
La Vista City Council Chambers
8116 Pak View Blvd.
La Vista, Nebraska 68128

IMPORTANT

1. Any discount quoted will be deducted from the price when bill is paid.
2. The owner reserves the right to reject any or all bids, and to waive informalities or irregularities in the bidding, and to negotiate contract terms with the various bidders when such is deemed by the owner to be in its best interest. The right is also reserved to accept or reject any part of bid unless otherwise indicated by vendor.
3. Instructions, manufacturer's catalog numbers, etc., where shown herein are for descriptive purposes to guide the bidder in interpreting the standard, quality, design, and performance desired and shall not be construed to exclude proposals based on furnishing other types of materials
4. Any substitutions must equal or surpass the specifications. When submitting a substitute article as equal, full name and description must be given, the City reserving the right, however, of deciding upon its suitability for the purpose intended.
5. BID PRICE ON EQUIPMENT TO BE F.O.B. CITY OF LA VISTA, NEBRASKA AND SHOULD INCLUDE ALL SHIPPING AND DELIVERY CHARGES.
6. Equipment must be of current date (latest model) and meet specifications.
7. Prices quoted shall not be subject to increase during the entire term of the contract. However, should there be a reduction in the price of any one or more items covered by the contract, during the period of the contract, the price to the City of La Vista shall be reduced to equal the revised list price less the discount herein quoted.
8. The City shall have the right to inspect any material or services specified herein. Equipment, supplies or services that fail to comply with the specifications herein as regards to design, material, or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City of La Vista at the expense of the vendor.

9. Each bidder shall submit all necessary catalogs, description literature, etc. needed to describe fully the material he proposed to furnish.
10. Any bidder's exceptions to those terms and conditions or deviations from the written specifications shall be shown in writing on the attached bid form exception sheets. However, such exceptions may be cause for rejection of the bid.
11. All prices and notations must be in ink or typewritten. Mistakes may be crossed out, and corrections typed adjacent and must be initialed in ink by person signing the proposal.
12. No bid may be withdrawn after the scheduled closing time for receipt of bids for at least sixty (60) days.
13. Bids must be submitted on the forms provided in a sealed envelope plainly marked "**SEALED BID**" with material description, date and time of closing written thereon. All bid proposals must be signed with the firm name and by an authorized officer or employee of the company.
14. Questions should be directed to Pam Buethe, City Clerk at pbuethe@cityoflavista.org or by fax at (402) 331-4375 or by mail to 8116 Park View Blvd., La Vista, NE 68128 before quotation is submitted. As required by State Law, neither the vendor nor his subcontractors shall discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to their hire, tenure, terms, conditions, or privileges of employment or because of their race, color, religion, sex, disability, or natural origin.

CITY OF LA VISTA

REQUEST FOR BID AND BID SHEET

ON: OUTDOOR INFLATABLE MOVIE SYSTEM

GENERAL CONDITIONS AND INSTRUCTIONS FOR BIDDERS is attached hereto and by this reference in incorporated herein and made part of these specifications.

DESCRIPTION: See attached descriptive specifications.

GENERAL: The bid equipment shall meet all current Federal Government and State of Nebraska Safety Regulations. Bidder shall be a manufacturer, factory branch, or agent, engaged in the business of selling and servicing the equipment offered. City of La Vista reserved the right to reject any or all bids. All equipment provided shall be equipped with all factory standard equipment for the model bid. The successful bidder must maintain a full line of replacement parts in order to render equipment serviceable to the City of La Vista.

EQUIPMENT SPECIFICATIONS OUTDOOR INFLATABLE MOVIE SYSTEM

The equipment to be furnished under this proposal shall be the manufacturer's latest model and design. Any deviations, deletions or variations from these specifications must be stated. These specifications shall be regarded as MINIMUM. Bidders must furnish descriptive literature, manufacturer's compliance certificates and all other necessary data on the equipment proposed to be furnished.

Must meet or exceed specifications listed below – If not please indicate on comment line.

SCREEN

- a. Minimum 20'x 11' projection surface inflatable outdoor screen
- b. (4) Bungee ties
- c. (1) High Pressure blower
- d. High Tension tethers
- e. Heavy duty carry bag
- f. (4) 30" steel stakes
- g. Repair Kit
- h. 3 year warranty

AV CONSOLE

- a. Heavy duty storage case
- b. Triple screen LCD monitor
- c. (2) Professional DVD players
- d. Audio Mixer
- e. Video Mixer/Switcher
- f. Microphone system
- g. All console cables/wires

PROJECTOR

- a. Professional grade projector minimum 3500 lumens
- b. Projector case
- c. 3 year warranty
- d. All projector cables/wires

SPEAKERS

- a. (2) Professional grade speakers
- b. Storage case
- c. Speaker stands
- d. All speaker cables/wires

MISCELLANEOUS

- a. Instruction and set-up guide/manual
- b. Individual component manuals
- c. 1 year warranty on all components not requiring a 3 year warranty

Comments:
