



**CITY OF TYLER**  
**SPECIFICATIONS FOR ANNUAL AGREEMENT**  
**FOR TOURISM AUDIO AND VISUAL SERVICES**  
**BID #23-017**

**SCOPE:**

The purpose of this specification is to establish an annual *Agreement* with private partners, for audio and video professional services related to the W.T. Brookshire Conference Center managed by the City of Tyler.

Other City Departments may participate with this bid, but their location will not be specified in this bid document.

**QUALIFICATION OF BIDDER:**

Bids will be considered only from bidders who have been established in the business of the actual service for two (2) or more years. Bidders must provide references of proof of two (2) or more years of business. As well as references for those businesses whom they have performed similar services.

**PRICE AGREEMENT PERIOD AND RENEWAL OPTION:**

The *Agreement* shall be for a term of **three (3)** years, beginning upon the date of City Council approval. The City and contractor may, upon mutual consent, extend this *Agreement* for five (5) additional one (1) year periods, upon written request of the contractor, presented not later than forty-five (45) days prior to the expiration of the *Agreement*. The rates can be adjusted at the time of renewal, upward or downward, in a percentage not to exceed the effective change in the Consumer Price Index for the previous twelve (12) month period. If agreement cannot be reached, the *Agreement* is terminated at the end of the current period and the next lowest original bidder will be contacted in accordance with their original bid.

**CANCELLATION:**

The City reserves the right to cancel the *Agreement* upon thirty (30) days written notice. The vendor also has this right. In the event of poor service, the City reserves the right to cancel and move onto the next lowest bidder, as primary, in accordance with the thirty (30) day written notice.

**PRICING:**

The prices quoted shall be firm for the entire term of the *Agreement*, except where adjustments are allowed by contract.

## **EQUIPMENT:**

All equipment used by the vendor is City of Tyler equipment and has certain manufacturing warranties. All repairs must be through the city in consult with the contractor and agreed to in writing.

## **REPORTING PROCEDURES:**

All problems identified during an event, must be reported to the City of Tyler Parks Department, by telephone and email within 24 hours.

City of Tyler – Parks and Recreation Department – (903) 531-1370

## **EVENT TIMES:**

The vendor must establish a schedule to service events with City.

## **VENDOR INVOICING:**

1. Invoicing will be accomplished on an individual event basis.
2. Invoices must be ready and signed by City personnel at the time the work has been completed.
3. Invoices shall be itemized by individual work orders and shall specify the City location, event and the City purchase order number issued.
4. Invoices will also show itemized labor details and hours.
5. Invoices for the W.T. Brookshire Convention Center are to be prepared and submitted to the following address: 1718 W. Houston St. Tyler, Texas 75702.

## **VENDORS OVERWHELMED BY CITY SERVICE REQUEST:**

In the event the **Primary Service Vendor** has a high number of events or request for service that may prevent them from following the specified time frame of service, the City reserves the right to move to the **Secondary Service Vendor**. Vendors that are overwhelmed with City events schedule or request for service will not be considered for cancelation unless they are not following the City specified guidelines for service.

## **BID AWARD:**

Bidders must submit bids on each individual line item and/or submit a bid for the entire package on the items marked with an asterisk. Partial bids will not be accepted. Bids for audio and visual must be completed.

The most responsible overall bidder in each group, making the lowest and best bid, will be awarded the **Primary Service Vendor** for the service price *Agreement* for that group.

The second lowest and best bid will be awarded the **Secondary Service Vendor** for the service price *Agreement* for that group and so forth. Up to three vendors will be approved.

In the event that the awarded **Primary Service Vendor** cannot provide service within the specified service time frame, or is overwhelmed with City vehicles, the City reserves the right to purchase the service from the awarded **Secondary Service Vendor, and so forth.**

It is expressly understood and agreed that in case the City of Tyler should need service which vendor is not available to provide within the time frame needed from the successful vendor(s) during the term of this *Agreement*, the City of Tyler reserves the right to utilize services from a vendor other than the successful vendor(s) and shall not be in violation of any terms or conditions of said *Agreement*. Further, the City of Tyler reserves the right to seek another vendor if, at any time, vendor's prices do not conform to the public pricing.

## **DETAILED PRICE PROPOSAL**

### **BIDDING NOTES:**

1. The **labor rate** should be calculated to recover all direct and indirect labor costs, supervision costs, as well as all associated overhead and miscellaneous costs.
2. **Markup** should recover all direct and indirect labor, supervision, and overhead costs associated with parts operation.
3. **Technology specifications** are available for request.

### **Audio Specs for the multiple rooms within the W.T. Brookshire Conference Center**

*(Please see the attached specs - for more details or drawings, please contact the Parks Dept.)*

|                             |  |
|-----------------------------|--|
| Hourly I.T. Rate Per Person |  |
| Minimum Hours Required      |  |

### **Video Specs for the multiple rooms within the W.T. Brookshire Conference Center (Notes:**

*(Please see the attached specs- for more details or drawings, please contact the Parks Dept.)*

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|-----------------------------|--|
| Hourly I.T. Rate Per Person |  |
| Minimum Hours Required      |  |