



Request for Proposals

Light Mapping
Bid# 100-1-2022

Issued by the City
Administrator City of
Laurens, SC

Released
February 17, 2022

City of Laurens, South Carolina

Light mapping projection show Bid Number 100-1-2022

The City of Laurens, SC, is soliciting proposals from qualified companies for the performance of a 3D light mapping projection show for their Freedom Fest celebration scheduled for July 3, 2022.

The work covered by this specification consists of all costs concerning the performance of a 15-minute 3D light mapping projection show.

Bid process details may be obtained by emailing the City Administrator at edelgado@cityoflaurens.com.

Bids will be accepted until 2:00 PM, March 31, 2021, in the City Administrator's Office, 126 E Public Square, Laurens, SC 29360.

Electronic bids will be accepted. The City reserves the right to reject any or all bids. Bids will be awarded at the City Administrator's or Mayor's discretion.

All bidders must be bonded and insured.

1. Description and Scope of Project

1.1. The work covered by this specification consists of all costs concerning the performance of a 15-minute 3D light mapping projection show.

1.2. **Terms of Payment:** Upon award of the contract, the contractor will immediately provide the City with a current W9. No payment will be issued to contractor without a W9. The contractor will issue an invoice at time of completion of service, but no later than once a month from when the work has been completed. It is at the City Administrator's sole discretion to determine that the work specified in the invoice has been performed according to the job specifications, at which time, the City shall pay such invoice within thirty (30) days of submittal to City, and respective authorization from City Administrator.

1.3. **Insurance/Documents Requirements:** At the award of the bid, the selected Contractor will be required to provide proof of the following prior to commencement of any work under this agreement. Additionally, during the term of the agreement, the selected firm will be required to maintain the following insurance coverages:

- Commercial General Liability Insurance: Commercial general liability coverage with limits of liability of not less than \$1,000,000 per Occurrence combined single limit for bodily injury and property damage.
- Worker's Compensation and Employer's Liability Insurance: Worker's Compensation and employer's liability insurance, to apply for all employees for statutory limits as required by applicable City, State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000 each accident.

1.4. **Performance Requirements:**

During the term of the agreement, the selected firm shall be required to:

- Agree that the time and place of the performance will be, the town square located at the address 200 Public Courthouse Square., Laurens, SC 29630, on July 3, 2022, from 6:00pm until 6:15pm.
- Performance will be a 4th of July inspired 3D projection mapping with content approved by the City Administrator.
- Performance will last a minimum of 15 minutes.

2. **Requirements of Response**

2.1. **General Requirements:** The purpose of the response is to demonstrate the qualifications, competence and capacity of the firm seeking to provide the light mapping projection show. As such, the substance of the Request for Proposal and qualifications will carry more weight than their form or manner of presentation. The technical response should demonstrate the qualifications of the individual or firm and of the particular staff assigned to this engagement.

The proposal should respond to all the points outlined in the Request for Proposal. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the individual's or firm's capabilities to satisfy the requirements of the Request for Proposal. Please provide as much information as possible regarding qualifications and experience.

2.2. **Submission Requirements:** The following information must be included as part of the proposal:

- Name, contact, address, telephone and fax number, and e-mail of your firm.
- Type of organization (i.e., individual, partnership, corporation, joint venture, etc), year established, and address of home office if different than above.
- Qualifications of firm, including but not limited to: firm's history and number of years in business.
- Provide all necessary licenses, permits and certifications.
- References: All qualified firms must submit a list of at least three firms, organizations, or major customers to whom they have provided services within the past five years. Along with this information should be supplied the name, address and phone number of each reference listed.
- Letters of recommendation and references from other municipalities or public agencies are preferred.
- Information on any pending litigation against the firm or any of its principals as it relates to the services provided by the firm.
- Any other information you feel is appropriate to assist in the selection process.
- Proof of insurance.

2.3. All firms shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, State and local agencies having jurisdiction and authority.

2.4. The City reserves the right to modify, alter or change the scope, size or other aspects of this project. Prospective firms shall submit all questions and requests for clarification of this RFP to Eric Delgado, City Administrator, via email at edelgado@cityoflaurenscc.com. Telephone inquiries will not be accepted.

2.5. The City will not respond to questions submitted less than 5 business days prior to the proposals due date or after bids have been opened.

2.6. This RFP does not commit the City to the award of a contract or to pay any costs incurred in the preparation for a response to this RFP. The City reserves the right to accept or

reject any, all or any part of proposals received as a result of this request. A professional service agreement will be negotiated with the selected firm.

3. Bid Submittal

- 3.1. The Bid Submittal Form in Attachment A must be completed and submitted with detailed proposal.
- 3.2. Bids must be submitted in a 9x12 manila envelope addressed as follows: City of Laurens, RFP- Light Mapping (Bid No. 100-1-2022), 126 E Public Square, Laurens, SC 29360 or emailed to edelgado@cityoflaurens.com.
- 3.3. Bid will be provided in a lump sum complete with specs.

4. Award of Contract

- 4.1. Final proposals will not be awarded until the City has had ample time to review each proposal. No proposal may be withdrawn for a period of thirty (30) days after opening date.
- 4.2. The City will make an award of the bid by April 13, 2022.
- 4.3. Proposals received after the date and hour set for opening, will not be considered.
- 4.4. Proposal Criteria

Award shall be made to the responsible bidder meeting the specifications and having the lowest cost consistent with the quality and service needed for effective use; the following criteria will be used in making this determination:

- 4.4.1.1. Contractor Experience
- 4.4.1.2. Price proposal
- 4.4.1.3. Proposed Equipment
- 4.4.1.4. Capability to Provide Scope of Services

5. Contractor Requirements

5.1 Certificate of Insurance

Successful bidder will name the City as additional insured on the contractor's insurance policies and will provide a Certificate of Insurance upon notice of award of contract. Any contractor working on-site for the City of Laurens will maintain a policy of Workers' Compensation Insurance with such limits as may be required by law, and a policy of general liability insurance limits sufficient to cover any loss or potential loss resulting from this contract insuring against liability for injury to and death of persons and damage to and destruction of property arising out of any act or omission of the contractor or any subcontractors.

5.2 Business License

Work performed within the City limits will require a City business license.


6. Contractor Responsibilities

6.1 Failure of the contractor to provide services or otherwise perform pursuant to the awarded bid shall be a breach of contract.

Contractor will submit invoices to the City: City of Laurens, Accounts Payable, 126 E Public Square, Laurens, SC 29360.

7. Rejection of Proposals

7.1 Proposals not consistent with this request will be rejected.

	City of Laurens Request for Proposals Cover Submittal Form Attachment A	Bid Number 100-1-2022	Light mapping projection show
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Instructions
<p>Submit one (1) original signed Submittal Form with detailed proposal to:</p> <p>City of Laurens RFP Submittal – Light mapping projection show for City of Laurens 100-1-2022 126 E Public Square Laurens, SC 29620</p>

Bidder Information	
NAME AND ADDRESS: 	OTHER CONTACT INFORMATION:

Lump Sum Proposal
<p>I hereby certify that my proposal amount includes cost for personnel, supervision, labor, and equipment required for the herein named project in accordance with all terms and conditions contained in this solicitation.</p>
PRINTED NAME <hr/> SIGNATURE <hr/>

