



CITY OF KYLE, TEXAS REQUESTS FOR PROPOSAL (RFP)  
**MOBILE LED SCREEN: RFP-2023-01-PARD**

SPECIFICATIONS AND GENERAL PROPOSAL REQUIREMENTS FOR A MOBILE LED SCREEN FOR THE CITY OF KYLE  
PARKS AND RECREATION DEPARTMENT

**NOTICE TO RESPONDERS:**

The City of Kyle is accepting proposals for the selection of a Mobile LED Screen as stated in this RFP and posted on our website: [www.cityofkyle.com](http://www.cityofkyle.com). The City of Kyle invites qualified companies to submit proposals to provide complete cost estimates for delivery, training and cost of the Mobile LED screen. The city is seeking a company experience working with public municipal agencies. Proposals marked **MOBILE LED SCREEN: RFP-2023-01-PARD** are to be submitted to:

Mariana Espinoza  
City of Kyle, Director of Parks and Recreation  
700 Lehman Rd Kyle, TX 78640  
(512) 262-3939

**REQUEST FOR PROPOSAL DEADLINE: 4:00 PM, WEDNESDAY, JANUARY 4, 2023**

All proposals received will be reviewed by City Staff. The staff's recommendation will go to the Kyle City Council for final approval.

Proposals should be clearly marked, "**MOBILE LED SCREEN: RFP-2023-01-PARD**". Any proposal received later than the specified time, whether delivered in person, postal mail or emailed shall be disqualified. The City of Kyle will not be responsible for delivering mail from the post office. The City of Kyle will not be responsible for proposals delivered to any location other than the one specified above. The City of Kyle will not be responsible for emailed proposals that did not get into "in-box". Respondents are encouraged to hand deliver their proposals well ahead of opening time or follow up to confirm their proposals were received before the deadline.

The City of Kyle reserves the right to reject any or all proposals submitted. Resolution 795-Adopted March 20, 2012: The City of Kyle City Council hereby gives local preferences if the contractor meets requirements under the Local Government Code Section 271.9051.

The City of Kyle is exempt from taxation under the Sales Tax and Use Tax Laws, and proposals shall not include such taxes.

**SCOPES:**

1. EQUIPMENT SPECIFICATIONS: Specifications listed are preferred but not required.
  - a. A. LED Display Screen:

- i. Screen Size - up to 23ft wide x 13ft High/No smaller than 16ft wide x 9ft High
  - ii. Resolution - 1008 x 576p
  - iii. Brightness - 8,500 Nits
  - iv. LED – Surface-Mount Device, High-Output, High Contrast LED Tiles v. Pixel Pitch – 5.57mm
  - v. Ingress Protection Rating: IP65 Outdoor, Waterproof Rating
  - vi. Rotation - 360-degree Screen Swivel
  - vii. Height Adjustment – Automatic lift to adjust screen up to at least 8 feet above ground level
  - viii. Screen Cover – Outdoor rated, waterproof screen cover for transport and storage
- 2. Trailer: Used to transport LED video display
  - a. The trailer shall be of sufficient size to accommodate LED screen, on-board generator, audio/visual component enclosure and associated equipment.
  - b. Trailer must meet Trailer Manufacturers Gross Vehicle Weight Rating (GVWR) for the combined weight of the trailer and all associated equipment to be installed on the trailer including electric brakes.
  - c. The trailer must have a minimum of four (4) stabilizer jacks, one on each corner, installed on the trailer rated for GVWR of the trailer.
- 3. On-Board Equipment:
  - a. Generator - Silent, high-power generator sized to power screen to full brightness and all on-board equipment (controls, audio/visual equipment, etc.). The minimum generator size is 30KW. The generator shall be permanently mounted to trailer.
  - b. Equipment Cabinet - Outdoor, weather-proof metal cabinet with lockable door, sized to accommodate all standard trailer equipment and additional audio/visual equipment. The cabinet shall also include pull-out drawers for storage, on-board cooling fans for electronics, and rack space for all specified audio/visual equipment.
  - c. Cables and Wires - All cabling and wiring for screen and on-board equipment must be outdoor rated, securely mounted and hidden as much as possible from public view.
  - d. Video Controller - Novastar VX4S LED digitizer or buyer approved equal.
  - e. Laptop - Outdoor rated, durable solid-state drive (SSD) laptop for operation of the screen. Laptop shall be capable of duplicating or extending the laptop's display to the LED screen.
  - f. Minimum Connections –
    - i. 2ea HDMI inputs and 1ea HDMI output with audio and video capability
    - ii. 1ea SDI input and 1ea SDI output with audio and video capability
    - iii. 1ea XLR input and 1ea XLR output
    - iv. 1ea 3.5mm Jack
- 4. Audio Add-On Package: The City is requesting pricing on an optional audio/visual add-on package meeting the following preferred requirements as outlined below:
  - a. Four (4) outdoor rated loudspeakers located on each side of the LED screen. Marine grade (316) stainless steel rigging and structural support. 150-watt multi-tap or 8-ohm operation. Combined 70.7Vrms or 100 Vrms operation. 1200 watts continuous, 4800 watts peak. IEC 529 IP45, IP56 with vent plugs or buyer approved equal.
  - b. One (1) outdoor-rated subwoofer. Direct weather 18" subwoofer system. 40Hz – 120Hz frequency. The 800 watts continuous, 1600 watts program, 3200 watts peak. IEC 529 IP45 or buyer approved equal.
  - c. Touring Power Amplifier 4-channel Class D amplifier. 6,000 – 20,000 watts RMS total output or buyer approved equal.
  - d. 5-channel Mixer/Media Player. 3x stereo RCA line inputs. Bluetooth, USB, FM media input or buyer approved equal.

5. Warranty
  - a. LED Panels- Minimum of 2 Years Parts and Labor
  - b. Trailer- Minimum of 3 years Parts and Labor
  - c. Electronics- Minimum of 2 years Parts and Labor
6. AGREEMENT TERM: The term of the agreement shall begin from the date of the award and shall remain in full force until delivery and acceptance of the product.
7. RESPONDENT QUALIFICATIONS: The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for an award. The Respondent shall:
  - a. Be firms, corporations, individuals, or partnerships normally engaged in providing LED video display trailers as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City.
  - b. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.
8. SUBCONTRACTORS: Respondent shall not subcontract or otherwise engage subcontractors to perform required services.
9. PRICING: The Respondent shall determine and submit a fixed cost for the goods or service and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds, and risk management. No separate line-item charges shall be permitted for either response or invoice purposes.
10. The agreement to provide these services must be open to all interested in submitting a proposal. By submitting an RFP, the organization agrees to the terms and proposals being submitted.
11. The Kyle Parks and Recreation Department reserves the right to accept or reject any proposal submitted for any and all reasons.
12. The delivery, training, and all associated costs are limited to Mobile LED Screen features and components allowed within budget.
13. The Mobile LED Screen must be built in full compliance with all applicable local, state, and federal regulations during the construction phase.
14. Winning proposals shall work with the City to obtain access agreements and applicable liability insurance policies.
15. The Contractor will comply with all applicable federal, state, county and city ordinances and regulations in performing all services to be rendered by the Contractor under this Agreement. The City will comply with all applicable federal, state, county, and city ordinances and regulations in maintaining the Mobile LED Screen.
16. The contractor shall provide cell phone contact information to ensure communication during training and 3 months following in case of questions.
17. The contractor shall provide a written timeline of delivery, training and warranty.
18. The proposal shall include a company narrative that includes, but not limited to:
  - The history of the company
  - The experience of the company's principals
  - The contact information of municipalities the company has worked with in Texas in the past five years is similar to the scope and size of this proposal and a list of these Texas cities of similar size and scope with contact information for reference purposes.
19. The City of Kyle reserves the right to increase, decrease and/or adjust the Mobile LED Screen sizing based on adopted budget.

**RFP RESPONSE FORMAT:**

The proposal shall be submitted that shows the final total costs to complete all scopes listed. It is required that you complete and return the RFP Response Page and all supporting documents as listed in Scope to be considered.

**TERMINATION FOR DEFAULT:**

The City of Kyle reserves the right to enforce the performance of successful proposal in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of agreement. The City reserves the right to terminate the agreement immediately in the event the successful proposal fails to: 1) meet delivery schedules; 2) otherwise performs in accordance with these specifications. Breach of contract of default authorizes the City to, among other things, award to another proposal, purchase elsewhere and charge the full increase in cost and handling to defaulting successful proposal.

**TERMS OF PAYMENT:**

Any conditions other than payment in full 30 days after services provided shall be included in proposal. This includes deposits and payments made the night of the show must be written in the proposal.

**LIABILITY INSURANCE:**

The Contractor shall provide Certificate of Liability equal to or exceeding all State minimum required coverage and listing City of Kyle as additional insured. Proposal shall also provide evidence of worker's compensation insurance for all employees performing work on City Property.

**RECORDS AND INSPECTIONS:**

Contractor shall maintain full and accurate records with respect to all matters covered under this agreement for a period of three years after the expiration or termination of this agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.

**PERMITS AND APPROVALS:**

Contractor shall obtain, at its sole cost and expense, all permits, and regulatory approvals needed in the performance of this agreement.

**REFERENCES:**

Required with Scope 11.

**RFP SUBMITTAL SCORING:**

All complete proposals received will be reviewed by City Staff. The Staff's recommendation will go to City of Kyle Parks and Recreation Board for recommendation and then the Kyle City Council for final approval.

**Scoring Matrix:**

Total cost to provide service based on Scope, including cost to provide the design and construction- 80%  
References- 20%

RFP SUBMITTAL PAGE

This page (page 4) shall be included in the submitted sealed proposal. Please submit 4 copies of the proposal.

Total Cost MOBILE LED SCREEN as described in Scope of RFP for 2022:  
(Cost of permits, licenses and insurance shall be included in these amounts) \_\_\_\_\_

Breakdown of design, features, delivery, training?  
\_\_\_\_\_

Payment for design and delivery: (please check one)

- Full payment 30 days after delivery
- Deposit of \_\_\_\_\_% made \_\_\_\_\_ days before delivery and balance paid in full \_\_\_\_\_
- Full Payment made

Included in this submission package at these required supporting documents:

\_\_\_\_\_ A copy of a certificate or sample certificate of Insurance showing at least \$1M in General Liability and Statutory Workers Comp (Scope 6)

\_\_\_\_\_ Company Narrative (Scope 11)

Company Name: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

Contact for Company/Vendor: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

I, the undersigned agent for the company named above, certify that I am duly authorized to execute the proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other provider, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP.

Authorized Company Official (signature): \_\_\_\_\_

Authorized Company Official's Name: (printed): \_\_\_\_\_

Date Signed: \_\_\_\_\_