



Midway
C.A.R.E.S.

REQUEST FOR PROPOSALS
FOR THE
INSTALLATION AND MAINTENANCE
OF
AUDIOVISUAL SYSTEMS

Issued by
Midway City
75 North 100 West
PO Box 277
Midway, Utah 84049-0277
1-435-654-3223

SUMMARY

Midway City is requesting proposals for the installation and continued maintenance of audiovisual systems in four separate rooms in its buildings. The systems will replace existing equipment.

LOCATIONS

The systems will be in the following rooms in the Midway City Office Building (75 North 100 West):

Upstairs Conference Room

- 27' x 22'

Downstairs Conference Room

- 24' x 14'
- Approximately ten occupants

The systems will also be in the following rooms in the Midway Community Center (160 West Main Street):

Council Chambers

- 33' x 44'
- Approximately 100 occupants
- Rostrum with seating for 12
- Movable speaker's podium.

Conference Room

- 19' x 20'
- Approximately 27 occupants.

Photographs of each room are attached separately. Network and Wi-Fi connectivity are available in each room.

SCOPE

Each audiovisual system should include the following components and capabilities as needed depending upon the room:

- Americans with Disabilities (ADA) Compliance
- Audio including speakers, microphones, audio mixers and amplifiers, and audio recording
- Video including displays, cameras, video switchers and scalers, and video recording
- Compatibility with video conferencing and streaming platforms
- Control System

Where possible the equipment should be upgradable and expandable. The systems provider should be available during business hours. The provider should be able to provide onsite service as needed.

SUBMISSION / QUESTIONS

The contact person for the RFP is:

Brad Wilson
Midway City
PO Box 277
75 North 100 West
Midway City, Utah 84049-0277
1-435-654-3223 x 118
bwilson@midwaycityut.gov

Proposals may be submitted to Mr. Wilson by email, mail or hand-delivery on or before the due date and time. All proposals will become the property of Midway City.

FORMAT

Please include the following items in all proposals:

- Qualifications and Experience.
- How requests for assistance will be processed and managed.
- Ability to be onsite as needed.
- References.
- Cost. (Including all rates and fees both direct and indirect)

TIMETABLE

Action	Date
RFP Issued	April 13, 2026
Due Date for Questions / Site Visits	April 30, 2026
Proposals Due	May 4, 2026
Proposals Opened and Evaluated	Week of May 11, 2026
Possible Interviews	Week of May 18, 2026
Recommendation	May 25, 2026
Council Approval and Contract Awarded	June 2, 2026
Contract Begins	June 15, 2026

The City and the provider will meet to determine the installation schedule once the contract has been awarded.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Relative Weight
Cost	25
Qualifications and Experience	25
Work Processes	15
References	35

INSURANCE

Prior to awarding the contract, but not required in the proposal, the contractor shall procure and maintain the following insurance policies:

Commercial General Liability (1 Million Per Occurrence/2 Million Aggregate)
Comprehensive Automobile Liability
Workers' Compensation
Professional Liability (Errors and Omissions)

The insurance provided pursuant to this RFP shall be the primary insurance for all claims arising under or related to this contract. The above policies are required to be maintained in force until completion of the contract. Midway City must be named as an additional insured. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law, are grounds for immediate termination of the contract. In addition, the awarded bidder will be liable for all re-procurement costs and any other remedies under law.

CONTRACT TERM

Midway City anticipates that it will award a contract for a three (3) year term with the option, at the City's sole discretion, of two (2) additional one-year option periods, for a maximum total of five (5) years. The Contract Price shall be firm for the initial three-year term.

Office Building – Upstairs Conference Room



Office Building – Downstairs Conference Room



Community Center – Council Chambers



Community Center – Conference Room

