



**CITY OF ALBANY, OREGON**  
**REQUEST FOR PROPOSALS (RFP)**  
**Sound Reinforcement Services**  
**Proposals Due by 2:00 p.m. (local time), Thursday, February 7, 2019**

Notice is hereby given that the City of Albany (“City”) is requesting proposals for Sound Reinforcement Services for the City’s River Rhythms Concert Series and the Northwest Art & Air Festival, consisting of five River Rhythms concerts per year and one Northwest Art & Air Festival concert per year. The requested services are for a proposed contract term of three years, beginning April 2019, with the option to renew for two additional, one-year terms upon agreement by both parties.

The City desires to enter into a personal services agreement with a qualified Contractor for the following scope of services:

- Provide a complete and “state of the art” operating system for amplification, distribution and reproduction of voice, instrumental ensembles, and other audio program material with even distribution of reinforced sound throughout the main audience area;
- Supervise all sound services and coordinate with artists, artist’s representatives, production services, and City staff, before, during and after performances;
- Review and facilitate all sound requirements within a specified timeline with specific attention to sound needs as specified in artists’ rider per artists’ technical advance; and
- Provide delay systems, stage monitor, and intercom between house console and monitor console.

The Request for Proposals can be downloaded from the City of Albany website at <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at Albany City Hall, Parks & Recreation Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7778, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

The City will post all addenda on the City website. Prospective Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at 541-917-7522.

Proposals shall be submitted in sealed envelopes and must be received at the City of Albany Parks & Recreation counter, not later than 2:00 p.m., (local time), Thursday, February 7, 2019, addressed to the attention of Diane M. Murzynski, CPPO, Purchasing Coordinator, at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321. On the outside of the envelope, please reference “Sound Reinforcement Services”, the RFP closing date and time, and the name and address of the Proposer. Electronic proposals will not be accepted. Proposals received after the designated time and date will not be opened.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 9TH DAY OF JANUARY 2019.

*Diane M Murzynski*

Diane M. Murzynski, CPPO, CPPB  
Purchasing Coordinator

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