



REQUEST FOR PROPOSAL

AV System Upgrade – Ryals Room Rawlings Public Library

REQUEST FOR PROPOSAL DATE: May 8th, 2026

PROPOSALS DUE: June 8th, 2026

RFP # 4-2026

1. General Information:

A. Overview:

The Pueblo City-County Library District ("PCCLD") issues this Request for Proposals ("RFP") for professional audiovisual (AV) system design, equipment procurement, installation, programming, and commissioning services for the Ryals Room located at Rawlings Public Library, 100 E Abriendo Ave, Pueblo, CO 81004.

PCCLD is seeking a turnkey AV solution that enhances hybrid meeting capabilities, audio quality, and video presentation within the Ryals Room. Technical requirements for this request are detailed in this RFP's Scope of Work Section 8.

B. RFP Schedule:

RFP Issued:	May 8 th , 2026
Mandatory On-site tour:	May 29 th , 2026 at 9:15 a.m.
Questions Due by 12pm MST:	June 1 st , 2026
Proposals Due by 3pm MST:	June 8 th , 2026

Mandatory On-Site Tour:

Vendors are required to attend an on-site tour of the Ryals Room prior to submitting a proposal. The meeting and tour are vital for companies to conduct a site assessment and discuss specifications outlined in this RFP. Bids submitted without attendance from an authorized vendor representative will NOT be considered.

C. RFP Submittal: Proposals are to be emailed, the subject line should identify the RFP number and title, with all attachments, no later than 3 pm MST on June 8th, 2026 to:

Bri Reyes
Chief Financial Officer
Pueblo City-County Library District
Email: Bri.Reyes@pueblolibrary.org

Each complete submission is to include a signed proposal in a digital version. All proposals are to be created using a recent version of Microsoft Office Word and/or .pdf file. Proposals delivered after the above required date and time will be received, but will not be considered and will be rejected for lateness.

All proposals submitted will become property of PCCLD and will be considered a public document under applicable Colorado State law.

D. Points of Contact: Questions and requests for clarification regarding this RFP must be addressed via email by June 1st, 2026 at noon to:

Pueblo City-County Library District
ATTN: Nick Potter, Executive Director of Library Foundation and
Strategic Initiatives
Email: Nick.potter@pueblolibrary.org

Questions and requests for clarifications may be sent via email, provided that the RFP number, Title, and the words “question” and/or “clarification” are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

All questions and requests for clarification will be responded to on PCCLD’s web site <http://www.pueblolibrary.org/about/requests> (click on request for bids) to **all** respondents by June 2nd 2026 by 5 p.m.. Any responses by PCCLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted on the web site as an addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the web site.

Communication from any other source, other than the above, should be considered as invalid regarding this RFP.

An on-site visit is required. Interested parties should notify nick.potter@pueblolibrary.org for any questions about said visit.

2. General Terms & Conditions:

- A. Interested Parties:** All interested vendors are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.
- B. Tax Exemption:** PCCLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of PCCLD. Following the contract award, an exemption certificate will be furnished by PCCLD if the vendor requests.
- C. Expenses:** PCCLD assumes no liability for payment of expenses incurred by vendors in the preparation and submission of proposals in response to this invitation.
- D. Non-Discrimination:** The vendor agrees not to refuse to hire, discharge, promote, or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

- E. Governing Law:** The laws of the State of Colorado shall govern any contract executed between the successful vendor and PCCLD. Further, the place of performance and transaction of business shall be deemed to be in the County of Pueblo, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be Pueblo County in the State of Colorado.
- F. Confidentiality:** Proposal submitted to PCCLD for consideration shall be subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S., after award is made.
- G. Termination of Contract:** PCCLD may, by written notice to the successful vendor, terminate the contract if the vendor has failed to perform its service in a manner satisfactory to PCCLD per specifications defined in the contract and/or RFP. The date of termination shall be stated in the notice. PCCLD may cancel the contract upon thirty days written notice for any reason other than cause. This may include, but is not limited to, PCCLD's inability to continue with the contract due to the elimination or reduction in funding.
- H. Non-Appropriation:** PCCLD presently intends to carry out and perform all of the terms and conditions of an awarded contract, and reasonably believes that funds in amounts sufficient to pay all amounts payable hereunder can legally be provided and made available for that purpose, and PCCLD shall include in its annual budget request amounts sufficient to pay all sums payable pursuant to an awarded contract. Notwithstanding the foregoing, the parties hereto recognize that it is possible that in any given fiscal year the PCCLD funds might not be available. PCCLD shall have the right to cancel any awarded contract at the end of any calendar year during the term hereof that governmental funding from Pueblo County, Colorado is not granted for the subsequent calendar year. PCCLD shall advise the vendor of its intention to cancel the awarded contract due to lack of funds on or before the end of any such calendar year and submit therewith to the vendor satisfactory evidence showing PCCLD's inability to obtain the required revenues for the coming calendar year. Upon such cancellation PCCLD shall be released from all further liability under any awarded contract. The right granted to PCCLD by this provision may only be exercised for the express reason stated and for no other reason.
- I. Confidentiality of Information:** The vendor acknowledges that the vendor will, or may, be making use of, acquiring or adding to information about certain matters and things which are confidential to PCCLD and which information is the exclusive property of PCCLD, including, but not limited to: Internal personnel and financial information, vendor names and other vendor information (including vendor characteristics, services and agreements), purchasing and internal cost information, internal services and operational manuals, and the manner and methods of conducting PCCLD's business.

3. Proposal Preparation:

A. Exceptions and Deviations: Any exceptions to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PCCLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the vendor.

B. Substantive Proposals: By submitting a proposal, the vendor guarantees that (1) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (2) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (3) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other vendor or over PCCLD.

C. Minimum Qualifications: To be considered for selection, vendors must meet at least the following minimum qualifications:

(1) **Established Business.** Vendor must have been engaged as a place of business 3 years prior to the release date of this RFP.

(2) **Customer Satisfaction, Financial Resources and Ability to Perform.** Vendors must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.

(3) **Legal Compliance.** Vendors must be in compliance with all applicable laws, rules, regulations, and ordinances of the City of Pueblo, the State of Colorado and the United States.

(4) **Insurance:**
The vendor shall not commence work until it has procured, maintains, and provides proof of the policies of insurances and liabilities listed below. The vendor will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with the Library by reason of its failure to procure or maintain the necessary insurance and liabilities. Failure on the part of the vendor to obtain such insurance and liabilities prior to, and during the term of the contract, will constitute a breach of contract in which the Library has the right and may immediately terminate the signed agreement. The Library reserves the right to request and receive a copy of any policy related to services provided to the Library.

(a) **Commercial General Liability:** The vendor shall secure and maintain, during the term of agreed contract and for such additional time for service being performed, Commercial General Liability Insurance issued to and covering the liability of the vendor with respect to all work performed by vendor and its third party vendors under the contract, to be written on a comprehensive policy form. This insurance shall be written in amounts not less than \$1 million for

each occurrence and aggregate for personal injury including death and bodily injury and \$1 million for each occurrence and aggregate for property damage. This policy of insurance shall name the Pueblo City-County Library District, its agents, officers and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazard, blanket contractual coverage's, as well as Owners' and vendors' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by the vendor under the provisions of the contract and "Completed Operations and Projects Liability" coverage.

- (b) *Workers Compensation Insurance:* The vendor shall procure and maintain Workers Compensation Insurance, fully complying with the provisions of the Worker's Compensation Act of the State of Colorado, during the period of this contract and for such additional time as work on this project is being performed

D. Submission Information and Documents: The following information and documents shall be included in the proposal submission:

- (1) Name of company, address, telephone number, email address, website URL, and contact person's name.
- (2) Vendors awarded the contract must submit a completed and signed IRS Form W9 and Certificate of Insurance to PCCLD before the contract begins.

E. Signatures: The proposal must be submitted in ink, signed by an officer or person qualified to bind the proposing company.

F. Withdrawal of Proposal: A Vendor may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

4. Selection:

A. Vendor Selection: No proposal will be considered unless it is complete. All proposals submitted will first be screened to determine minimum vendor qualifications as outlined in this RFP. The proposals will be ranked based on total cost and the ability of the proposing vendor to provide the required services effectively. Proposals that do not meet these minimum requirements will automatically be rejected and shall not undergo further evaluation. PCCLD may consider proposed project start timelines and schedule feasibility as part of the evaluation of proposals and determination of best value.

- B. Right of Acceptance and Rejection:** PCCLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD is not bound to accept the lowest priced proposal, but will select the proposal that represents the best value for PCCLD.
- C. Negotiation:** Subsequent to the Proposal due date, PCCLD reserves the right to negotiate terms and conditions with vendors. PCCLD reserves the right to negotiate modifications to a proposal with a single vendor without obligation to negotiate similar modifications with other vendors.
- 5. Key Personnel:** PCCLD prefers a single account relationship manager. In the vendor's proposal, list names, titles and locations of the primary and backup employees who will be assigned to PCCLD's account. Also include certifications, education, experience and qualifications of personnel. The vendor must establish one person to serve as project manager and liaison to the PCCLD project manager. PCCLD looks to the vendor to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee and manage work produced. Therefore, the vendor must establish a work schedule for all parties to ensure timely completion of the project. In addition to the start and completion of various construction stages, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as check points to determine compliance with approved schedule.
- 6. Competitive Position:** Describe what differentiates the vendor's service from that of other competitors. Include in the discussion how the vendor keeps abreast of current and future trends. Discuss the vendor's approach to communication.
- 7. Customer References:** Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of PCCLD. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contact name and phone number and address of reference.
- 8. Scope of Work:** The scope of this proposal is to install items below at: Rawlings Public Library, 100 E. Abriendo Ave., Pueblo, CO 81004. PCCLD is seeking proposals for a comprehensive AV system upgrade for the Ryals Room at Rawlings Public Library.
- 8.1.2** The system shall be designed to support in-person, hybrid, and fully virtual events, including public meetings, presentations, training, and community programming.
- The proposed solution must meet or exceed the functional requirements outlined below.
 - Vendors may propose equivalent or superior equipment, provided functionality and performance objectives are met.

8.1.2 The upgraded AV system shall:

- Improve audio quality through new wireless microphones.
- Improve video presentation through an additional high-lumen projector and large format screen.
- Enable hybrid meeting capabilities via an integrated PTZ camera and wireless conferencing system.
- Support wireless content sharing and presentation.
- Provide centralized touch-panel control.

8.1.3 New Equipment Requirements The system shall include, at minimum, the following functional components or equivalent model:

- One (1) 10,000 lumen laser projector.
- One (1) approximately 208" projection screen.
- One (1) PTZ camera mounted facing the stage.
- One (1) wireless presentation and conferencing system (e.g., Barco Clickshare or equivalent).
- Two (2) video-over-IP decoders for video distribution.
- One (1) 10" Q-SYS or equivalent touch panel controller.
- Two (2) wireless handheld microphones with receivers.
- Two (2) wireless lavalier microphones with receivers.
- Two (2) wireless boundary microphones with receivers.
- One (1) Bluetooth wall plate for local audio input.

8.1.4 Integration of Existing Equipment the following existing equipment must be integrated into or a replacement solution must be identified to incorporate the following items into the final solution:

- Q-SYS Core 110f (audio processor and controller)
- Netgear GSM4230 or equivalent AV network switch
- Existing NEC projector and Da-Lite screen
- Existing Samsung 85" display
- Existing Visionary HDMI wall plate
- Existing Visionary Duet encoder
- Existing Crown amplifier and JBL pendant speakers

8.1.5 Functional System Capabilities The final system must provide:

- Centralized system control via touch panel.
- Video distribution to multiple displays.
- Displays and screens must be able to operate independently or together through the control system.
- Hybrid meeting support (Google Meets/Zoom/Teams/Webex capable).
- Wireless presentation without requiring separate Wi-Fi networks.
- Remote system monitoring.

8.1.6 Installation and Programming The vendor shall provide:

- Full system design and engineering.
- Installation of all equipment.
- Cable management and termination.

- Minor drywall repair directly related to AV installation penetrations.
- Programming and configuration.
- End-user training.
- System documentation.

8.1.7 Client Responsibilities PCCLD will provide:

- Power at new projector and screen locations.
- Full room access for approximately five (5) business days.
- Network connectivity for remote monitoring.

8.1.8 Support and Maintenance Contracts (Optional Bid Items) Vendors must include optional pricing for ongoing AV system support and maintenance plans. These support contracts shall be listed as additional bid options and are not required for base system award. Support plans may include (but are not limited to):

- Remote system monitoring.
- On-site service response.
- Preventive maintenance.
- Training refreshers.
- Equipment replacement coverage.

Support contracts shall be clearly itemized as optional line items separate from the core system proposal. We reserve the right to customize and budget based on needs and available funds.

8.1.9 Vendors must provide a fully itemized cost proposal. Pricing shall be clearly broken out and shall include, at minimum:

- Itemized equipment costs
- Itemized labor costs, including design, engineering, installation, programming, commissioning, and training
- Cabling, adapters, terminations, and consumables
- Shipping and logistics costs
- Travel and per diem expenses, if applicable
- Optional add-ons and optional support or maintenance plans
- Total project cost

Proposals that present bundled or lump-sum pricing without sufficient itemization may be deemed non-responsive at PCCLD's discretion.

8.1.10 Project Schedule

- Installation must be coordinated with District staff.
- Work must not disrupt normal library operations.
- PCCLD anticipates that the project will commence within ninety (90) calendar days of the RFP closing date. Vendors shall indicate within their proposal whether they can meet this anticipated timeline. If a vendor is unable to begin the project within ninety (90) days, the vendor must clearly identify the earliest possible project start date and provide an explanation for the delay.

8.1.11 Optional Add-On: Stage / Spotlight Lighting

Vendors shall include optional pricing for stage and/or spotlight lighting intended to enhance visibility of presenters, performers, and speakers within the Ryals Room. Proposed lighting solutions may include fixed or adjustable fixtures, mounting hardware, controls, and integration with the existing or proposed AV control system where applicable. Vendors may propose alternative approaches that they believe best support the functional use of the space. All stage or spotlight lighting options shall be clearly identified as optional add-ons and itemized separately from the base system proposal.