

City of Isle of Palms, South Carolina
Request for Proposals (RFP) 2026-08
Audio Visual Design and Implementation Services

In compliance with the City of Isle of Palms procurement ordinances, the City is requesting proposals from qualified vendors to design and implement audio visual technology in the City Hall Council Chambers. The request will be awarded pursuant to the City's procurement ordinance. The City reserves the right to reject any and all proposals and to waive irregularities.

Project Overview

The City of Isle of Palms desires to modernize and upgrade Council Chambers with the latest Audio Visual (AV) technology, including but not limited to new 4K cameras, livestreaming equipment, microphones, displays, speakers, and real-time captioning.

The City is looking for a qualified vendor to provide professional services for this effort by designing and implementing upgrades to enhance the quality of the audio, visual, captioning and livestreaming capabilities. The system should balance the latest AV technology with ease of use for when primary AV staff are absent.

The current quality of our streams can be viewed on YouTube:

www.youtube.com/@CityofIsleofPalmsLivestream

Existing Equipment:

The City currently has the following equipment installed in Council Chambers which may be reused:

- Fourteen (14) gooseneck microphones
- One (1) wireless microphone
- Two (2) flat-panel TVs
- Cabinet for housing racks of equipment

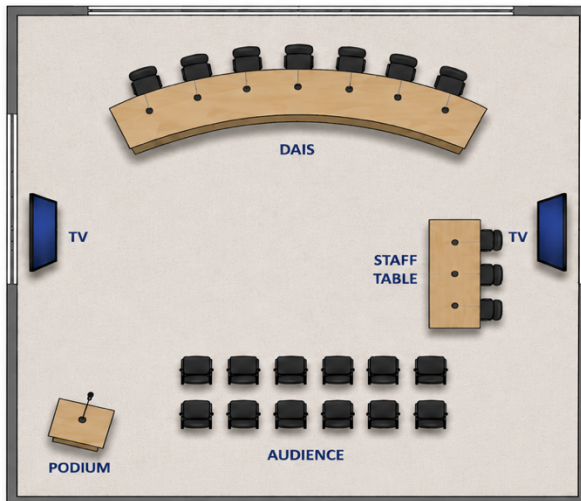
The City is open to either reusing or replacing existing equipment based on the vendor's proposed design and recommendations. The City does not require reuse of any existing equipment if new equipment is necessary to meet the functional requirements of this RFP.

City Provided Equipment:

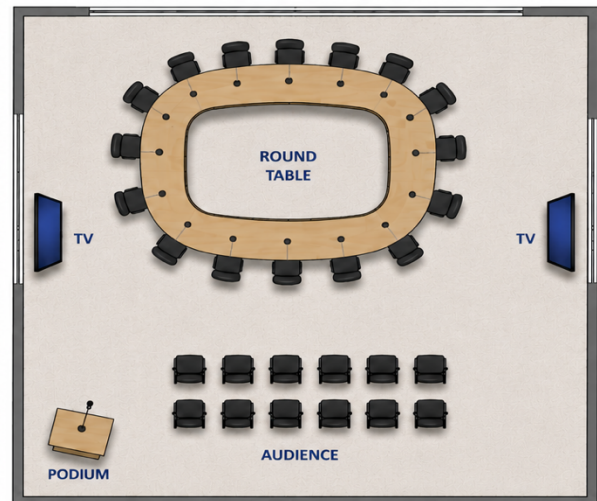
- Apple Mac Studio:
M4 Max, Four Thunderbolt 5 (USB-C) ports, Two USB-A ports; Two USB-C ports
- A 300mbps+ upload and download fiber internet connection

Room Arrangements:

(1) Council meeting layout
Traditional dais arrangement



(2) Committee meeting layout
Round Table Arrangement



Mandatory Requirements:

- Four (4) or more permanently installed 4K pan, tilt, and optical zoom cameras
- Camera coverage of councilmembers, public comment podium, wide room view, and multiple angles for round-table discussions.
- Professional production capabilities and video switching between camera angles, presentation content, remote meetings, and meeting start, recess, and adjournment screens.
- System should facilitate remote meeting participants (Zoom/Teams/etc.) to show on the livestream and display in the council chamber
- Install necessary cabling for all audio/video work that is hidden or minimally visible
- Ability to overlay graphics including lower-thirds, meeting titles, and City branding.
- Provide hands on training of all AV technology installed
- Provide documentation on network setup, passwords and access information, and instructions on how to use all equipment

Accessibility Requirements

- Real time closed captions with four (4) seconds or less latency.
- Captions must be viewer-selectable and not permanently burned into the video.
- Caption functionality during YouTube livestreams.
- Vendors shall disclose caption accuracy, hardware/cloud subscription costs, licensing requirements.
- Ability to live stream 4K video quality

System Architecture Diagram Requirement

Each proposal shall include a detailed system architecture diagram illustrating cameras, audio systems, video switching, cable connection and feed types, captioning workflow, remote meeting integration, network connectivity, and YouTube streaming workflows.

Signal flow and system responsibilities shall be clearly identified.

Proposal Evaluation Criteria

- Experience in similar installations
- Adherence to best practices to yield a professional, high quality, reliable, and neat AV installation
- References for similar installations
- Timeline for completion of project and proposed downtime
- Cost
- On-going support, training and availability for support 24/7

Proposal Requirements

- The contractor must provide documentation articulating their qualifications, and how many years of experience they have in the area of AV design and implementation.
- The Contractor shall provide a detailed pricing breakdown of all designs and installation services.
- Warranty
 - Labor: Provide a 12-month labor guarantee of all shop and field fabricated components and all QSYS control functionality. This includes the labor to remove and replace any/all defective audio, power or video cabling.
 - Materials: Provide a 12-month warranty of all small components i.e. cables, connectors, stands, custom fabricated products. All other audio, power and video components are covered by each respective manufacturer's warranty and subject to their implicit terms.
 - Provide any software maintenance agreements or warranty information
 - Provide information on any manufacturer or third party hardware warranties
- Provide all system passwords and admin access information

Deadline for Questions

The deadline for questions is August 13, 2026. Proposers should send questions regarding this Request for Proposals to Joshua Uys, Public Information Officer, in writing by email to juys@isleofpalms.gov. Questions received before this deadline will be answered via addendum posted on the City's website at www.isleofpalms.gov/requests-bids-proposals. If an addendum is issued, proposers must acknowledge receipt of the addendum with their proposal. Questions received after this deadline will not be answered.

By submitting a proposal, proposers attest that they have read the "Agreement" that is included in this Request for Proposals and are prepared to execute these documents should they be the successful proposer.

Deadline for Submission

Deadline for submission is 12pm on August 27, 2026. Submissions must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope, where they will be opened and read aloud. Sealed envelopes must be clearly marked RFP 2021-03 "Audio Visual Design and Implementation Services" and include one (1) hard copy and one (1) electronic copy in PDF format. The City accepts no responsibility for electronic submissions, and it will be the responsibility of the proposers to verify receipt by the City.

Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any proposer of any particular means of delivery of Proposals.

If an addendum is issued, proposers must acknowledge receipt of the addendum with their Proposals.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City's acceptance or non-acceptance of the proposal or the rejection of any and all Proposals. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFP have been met. By signing its proposal, Proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Proposer and its subcontractors or sub-subcontractors; or (b) that Proposer and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five

years, or both." Proposer agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

If the Proposer is a corporation, state your correct corporate name and State of incorporation. If Proposer is a partnership, state names and addresses of partners. If Proposer is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to proposal and enter into contracts.