



Audio Visual, Technical, and Production Provider Specifications

Request for Proposals must be received by 10 A.M. April 23, 2018 in a sealed package with “**Audio Visual**” clearly marked on the front along with your company name and address. Proposals may be mailed or delivered to:

LeConte Center at Pigeon
Phil Campbell, General Manager
P.O. Box 1390
135 Jake Thomas Road
Pigeon Forge, TN 37868

Term of Service:

July 1, 2018 – June 30, 2020

Scope of Services:

The preferred (non-exclusive) in house provider’s responsibility is to offer professional services, production equipment, and consultation to event owners, managers, and production staff in the areas of:

- Guaranteed access to audio visual equipment
- Professionally trained technicians and staff to provide service that ranges from operation, troubleshooting technical issues, delivery, set up, and break down of equipment
- Guaranteed access to a minimum of 6,200 sf of staging with adjustable height ranges

- Provide trained personnel for any rigging services performed in compliance with facility's Rigging Guidelines
- Rigging services are exclusive to the Audio Visual, Technical, and Production Service Provider and the facility's Rigging Service Provider.
- Decorative services including backdrop and other production furnishings
- Guaranteed access to adequate amounts of truss, motors, LED video panels, theatrical lighting, projection equipment, screens, cameras, cabling and cable guards
- Certified aerial lift and fork lift operator documentation for any personnel operating lifts on premises
- Trained staff and proper equipment to safely handle the distribution of high voltage show power
- Provide an on-site supervisor that is identified to the client and the facility management for any services performed
- Provide documentation via a written timeline of service to facility management prior to work being performed

Insurance Requirements:

Commercial General Liability- Provider shall provide coverage for all operations performed including property damage and personal injury with limits of not less than \$1,000,000.00 per occurrence. The Owner shall be specifically included as an additional insured on the general liability policy.

Business Automobile Liability- Provider shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$500,000.00 per occurrence for property damage and personal injury.

Workers' Compensation- Provider shall provide coverage for its employees with statutory workers' compensation limits as required by Tennessee law, and no less than \$1,000,000.00 per incident for Employers' Liability

LeConte Center at Pigeon Forge Required Revenue Share:

Contract revenues up to \$100,000.00 = Retained by Provider

Contract revenues 100,000.01 to \$250, 000.00 = 5% Facility Fee

Contract revenues exceeding \$250,000.00 = 10% Facility Fee

Based on calendar year (January-December) and remitted quarterly

Requested Information:

- Company history
- Owned inventory of related equipment
- Access to inventory of related equipment
- Rental price list for related equipment & services
- Labor rates for hands, technicians, production management
- Safety record
- Referrals

The City of Pigeon Forge reserves the right to reject any or all proposals and qualifications or accept the proposal deemed most favorable to the city and its clients.