

ADVERTISEMENT FOR BIDS

PROJECT: Supply & Install Projector & Screens at Hildebran Auditorium, Town of Hildebran, North Carolina

TIME: 11:00 A.M., Friday, December 12, 2025

PLACE: Town of Hildebran Town Hall
109 South Center Street, Hildebran, NC 28637

This is for receipt of Bid Proposals for Town of Hildebran projector and screens at 200 South Center Street, Hildebran, NC 28637. Bids shall be received and will be opened and read aloud in public at the Town of Hildebran Office at 109 South Center Street, Hildebran, NC 28637 on December 12, 2025 at 11:00 A.M. Town Manager Logan Shook and Finance Officer Fredrick Rankins will administer the bid opening.

The project scope consists of any and all necessary plans, furnishing of supplies and materials, permit(s), delivery and installation of projector and screens as detailed in the Town of Hildebran Auditorium Projector and Screens Request for Proposals document. The RFP may be found online on our homepage at HildebranNC.com.

Questions regarding the project may be directed towards Town Manager Logan Shook beginning December 3, 2025 via Email at logan.shook@hildebrannc.org.

The project is subject to the Town of Hildebran Town Council's final approval and they retain the right to reject all bids. Please contact Town Hall at 828-397-5801 or at 109 S Center St., Hildebran, NC 28637 for accommodations for this request. Town of Hildebran is an Equal Employer, promotes Fair Housing and encourages small, female and minority owned businesses to bid.

**TOWN OF HILDEBRAN
AUDITORIUM PROJECTOR & SCREENS
REQUEST FOR PROPOSALS**



SEALED BID Proposals Due:

***Friday, December 12, 2025
11:00 am***

**C/O Logan Shook
Town of Hildebran
109 S Center Street
Hildebran, North Carolina 28637**

TOWN OF HILDEBRAN
Auditorium Projector & Screens
Request for Proposals

INTRODUCTION

The Town of Hildebran, herein referred to as “Town”, is soliciting interested vendors for planning, furnishing, permitting, delivering and installing a projector, dropdown screen, and a white cyclorama drop. The Town will select the lowest responsive/responsible bidder and anticipates installation to be completed by February 5, 2026. Incomplete or late submittals may be rejected. Questions may be forwarded to Logan Shook, Town Manager, at logan.shook@hildebrannc.org.

SCOPE OF WORK

Plan, furnish, permit, deliver and install a projector and screens as noted in the Project Specifications and Details, in accordance with specifications contained herein and manufacturer instructions. The proposed equipment will be installed at the Hildebran Auditorium, 200 S Center St, Hildebran, NC. Contractor will be responsible for making all necessary utility connections applicable. The successful bidder will be required to secure any and all necessary permits and inspections.

Scope of Work Notes:

- DDI of Hickory (GC) is present at the location constructing other items related to the Hildebran Auditorium;
- New materials shall be installed to the existing setup.

PROCUREMENT PROCESS

Town’s Rights and Options

The Town, at its sole discretion, reserves the following rights:

- supplement, amend, substitute or otherwise modify this RFP document at any time;
- determine which respondent, if any, shall be selected for negotiations;
- reject any or all proposals or information received pursuant to this RFP;
- cancel this RFP with or without the substitution of another RFP;
- request additional data or information after the submittal date, if such data or information is considered pertinent, in the Town’s sole view, to aid the review and selection process;
- require one or more respondents to supplement, clarify or provide additional information in order for the municipality to evaluate the RFPs submitted;
- conduct investigations with respect to the qualifications and experience of each respondent;

- take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interests of the Town;
- waive any defect or technicality in any RFP received;
- reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

Respondent's Rights and Options

1. This RFP is a public document. By responding to this RFP, respondents waive any challenge to the Town's decisions in this regard.
2. If any submittal contains confidential technical, financial or other types of information, the respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the respondent is relying upon. Marking all, or substantially all, of a response as confidential may result in the response being considered nonresponsive.
3. Notwithstanding the foregoing, respondents recognize and agree that the Town will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties.
4. No interpretation or clarification of the meaning of any part of the RFP will be made orally to any respondent. Respondents must request such interpretation or clarification in writing from the Town by fax or email. The Town will circulate to all other respondents the questions and answers. All clarifications or addenda shall become part of this RFP.
 - a. The last day for questions is December 10, 2025.
 - b. Questions should be directed to Logan Shook, Town Manager.
Email: logan.shook@hildebrannc.org.

PROJECT SPECIFICATIONS

1. Provide at least one copy of operating instructions and any other materials or information included in equipment purchase are required.
2. Prior to final payment, contractor shall provide all applicable warranties for projector and screen equipment.
3. Design a setup that allows the projector to properly project onto the dropdown screen at the front of the stage and onto the cyclorama drop at the rear of the stage.
4. Install a Vivitek Laser Projector with 10K Lumens.
5. Install a Standard Lens.
6. Install a 106"x188" (approximately 9x16ft) roll down screen near the front of the stage.
7. Install white cyclorama drop large enough to cover rear of stage area from floor to rafters. Must be a weighted cyclorama drop to ensure the cyclorama does not bunch up or ripple.

8. Include all electrical work and inspection costs to install screens and projector (this may be a 'not to exceed' amount).
9. Include all labor, shipping, installation and taxes line-items in proposal.
10. All components and materials must be designed, manufactured and installed in accordance with applicable laws and building code regulations
11. Installer shall include any costs to train town staff to operate and maintain all equipment.

INSTALLATION

1. Contractor shall sequence work in a manner that will ensure proper installation of equipment, establish correct equipment heights, and provide for adequate projection.
2. Contractor shall make all necessary utility connections (i.e. electric).
3. Contractor shall coordinate with Town in sequencing work with DDI of Hickory, our existing auditorium general contractor.
4. Complete all work by February 5, 2026.

PROPOSAL SUBMISSIONS

1. Proposals are due on Friday, December 12, 2025, at 11:00 a.m. EST.
2. Respondents are requested to submit a **sealed bid** including a copy of their proposal to Logan Shook, Town Manager, Hildebran Town Hall, 109 S Center St, Hildebran, NC 28637.
3. The proposals will be reviewed by the Town and the selected proposal will be presented to the Town Council for final approval.

SUBMITTAL REQUIREMENTS:

1. Proposals must be received in a sealed envelope with all the required information listed below and submitted by the due date in order to be deemed "responsive". Proposals must clearly be labeled per the information provided on the RFP cover sheet. Any proposals received after the deadline will not be accepted.
2. The vendor must provide copies demonstrating proof of insurance in their submittal.
 - a. Commercial General Liability: Insurance endorsed for Independent Vendor, Professional Liability, Premises-Operations, Products/Completed Operations, Contractual, bodily injury and property damage with a combined single limit of not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence.
 - b. Comprehensive Auto Liability: Endorsed for all owned and non-owned vehicles with a combined single limit of at least ONE MILLION

DOLLARS (\$1,000,000.00) per occurrence for bodily injury and property damage.

- c. Worker's Compensation: A program of Workers' Compensation insurance in an amount and form to meet all applicable requirements of the State of North Carolina and which specifically covers all persons providing services by or on behalf of vendor and all risks to such persons under this Agreement (only necessary if employing 3 or more people).
 - d. If selected, vendor will list the Town as the Certificate Holder on these insurance policies for the duration of the work.
3. Submit the Proposal Form provided in this RFP.

PROPOSAL REVIEW PROCESS:

- 1. The projector is meant to be adequately project presentations, films, and photos onto the dropdown screen at the front of the stage and project colors, background imagery, and logos onto the cyclorama drop at the rear of the stage.
- 2. The Town will assess product specifications to ensure they meet the minimum requirements as referred to in PROJECT SPECIFICATIONS.
- 3. The Town will review proposals based on the following criteria:
 - a. Component quality
 - b. Warranty
 - c. Cost and availability of replacement parts
 - d. Overall cost
- 4. The Town intends to select the lowest, most responsive respondent and to negotiate an Agreement. However, should the negotiation with the most responsive respondent not produce an acceptable contract arrangement, the Town will request the next most responsive respondent to begin negotiations.
- 5. The Town regards the submission of the proposal in response to the RFP as the most important factor in the selection of a respondent to provide a feasible development project. The Town reserves the right to reject any or all responses to the RFP and is under no obligation to award a contract.
- 6. The responsibility of the final selection and negotiation rests solely with the Town.
- 7. The Town shall not be liable to any respondent for costs associated with responding to the RFP, for the respondent's participation in any oral interview if required, or for any costs associated with negotiations.

HILDEBRAN AUDITORIUM PROJECTOR & SCREENS PROPOSAL FORM

BID

Vivitek Laster Projector – 10K Lumens: \$ _____
Standard Lens: \$ _____
Screen – 106"x188" Roll Down Screen: \$ _____
White Cyclorama Drop: \$ _____
Shipping & Installation Fees: \$ _____
Electrical Installation: \$ _____
Taxes: \$ _____
Other: \$ _____

Total Bid Amount: \$ _____

The bidder certifies that all projector, screen and cyclorama equipment and materials specified in this proposal meet or exceed all required standards. Bidder further agrees that if approved, installation work will be provided by a qualified company to install this type of equipment.

Installer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone # : _____

Bidder Name (if different): _____

Signature: _____ Date: _____

Title: _____

E-mail address: _____

Phone # _____