



**CITY OF ALBANY, OREGON**  
**REQUEST FOR PROPOSALS (RFP)**  
**Sound Reinforcement Services**

**Proposals Due by 2:00 p.m. (Pacific Time), Wednesday, February 7, 2024**

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 consisting of five concerts, and one main stage concert for the Northwest Art & Air Festival, annually. The requested services are for a proposed contract term of three years, beginning March 2024, with the option to renew for two additional, one-year terms.

The scope of services for Sound Reinforcement include:

- 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.
- Ability to accurately measure the sound performance level (SPL) at mix position with an industry standard ANSI calibrated measurement system such as a 10 Easy System, or B+K 2238 SPL meter. The system must log SPL (Leq A) over one-hour periods.
- Supervise all sound services and coordinate with artists, artists' 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 equipment requirements.
- Provide delay systems, stage monitor, and intercom between house console and monitor console.

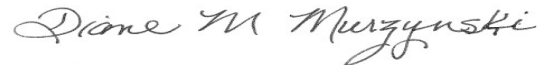
Solicitation documents may be downloaded from the City of Albany website at <https://albanyoregon.gov/bids>, or examined at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a \$35 charge to receive a printed copy of the documents.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at [diane.murzynski@albanyoregon.gov](mailto:diane.murzynski@albanyoregon.gov), and Rick Barnett, Parks & Facilities Maintenance Manager, at [rick.barnett@albanyoregon.gov](mailto:rick.barnett@albanyoregon.gov).

Proposal responses must be submitted electronically to Diane Murzynski, in the Finance Department, at [procurement@albanyoregon.gov](mailto:procurement@albanyoregon.gov), and received not later than 2:00 p.m., (Pacific Time), Wednesday, February 7, 2024, or any extension of the time made by addendum. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include the project name "Sound Reinforcement Services". Proposals received after the closing date and time will not be opened or reviewed. Proposals shall be valid for 120 days after opening unless otherwise specified.

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 8TH DAY OF JANUARY 2024.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, NIGP-CPP, CPPO, CPPB  
Contracts and Procurement Officer

PUBLISH: Albany Democrat-Herald, on Tuesday, January 9, 2024  
Daily Journal of Commerce, on Monday, January 8, 2024