



# LAEDC EVENTS

## Audio Visual RFP

### Abstract

LAEDC is seeking respondents to present budget proposals for audio visual support for in-person events for the 2022 - 2023 year. LAEDC seeks to hire one vendor in a Master agreement for all events. All vendors engaging in this RFP must be based in Los Angeles County, California. All proposals are due Thursday, August 11, 2022.

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## **Intro / Project Overview**

The Los Angeles County Economic Development Corporation (LAEDC) requests proposals to fulfill the audiovisual needs for four of its 2022-2023 events (list of events below).

This project's scope will include meeting with key staff, identifying the audiovisual needs for each event, working to stay within set A/V production budget, and executing A/V needs on the day-of each event. Previous A/V requirements for the last in-person occurrence for each event is laid out below to help ensure accurate quote comparisons.

## **LAEDC Background**

In 2020, as we entered our 40th anniversary year of service to the people of Los Angeles County, the LAEDC adopted an updated vision statement which now inspires our work: A reimagined Los Angeles regional economy... growing, equitable, sustainable, and resilient – that provides a healthy and high standard of living for all.

LAEDC has enjoyed a successful and beneficial 40-year partnership with the Los Angeles County Board of Supervisors, whose 1981 board motion led to LAEDC's formation as a 501(c)(3) nonprofit public benefit corporation, with the recognition that such an enterprise could help the County improve economic conditions throughout the region by attracting and leveraging private sector financial and intellectual resources alongside public resources to “help ameliorate conditions of poverty, dependency, chronic unemployment and underemployment, rising community tensions and social and economic disparity in areas of chronic poverty”.

The programs and initiatives employed by the LAEDC have evolved significantly over the decades from initial industry cluster initiatives to support the county's signature entertainment and manufacturing industries, which included managing the county's industrial development bond program for a time to today's much more comprehensive and diverse set of economic and workforce development initiatives.

## **Our Mission:**

The LAEDC's mission is to reinvent our economy to collaboratively advance growth and prosperity for all.

## **Event Backgrounds**

### **EDDY Awards:**

#### **Description:**

- LAEDC's annual EDDY Awards event is a cocktail reception, dinner, and awards gala to support the fulfillment of the LAEDC's mission of reinventing our economy to collaboratively advance growth and prosperity for all.
- Date: Wednesday, November 9, 2022
- Location: SoFi Stadium, Inglewood, CA
- Time: 5:30 PM – 9:00 PM PST
- Audience: 650+. Primarily composed region's leading business, government, civic, and education leaders.

#### **Requirements:**

- See Attachment A

### **Economic Forecast:**

#### **Description:**

- LAEDC's annual Economic Forecast event is a highly anticipated, and publicly visible event which offers a valuable look ahead at projections for the global, national, state and local economy.
- Date: Wednesday, February 15, 2023
- Location: Sheraton Grand Downtown Los Angeles
- Time: 8:30 AM – 11:30 AM PST
- Audience: 500+. Primarily composed of key decision makers and corporate leaders representing all industries in LA County, academia, city governments from within LA County and regional elected official representatives.

#### **Requirements:**

- See Attachment B

### **Select LA Investment Summit:**

#### **Description:**

- World Trade Center Los Angeles' Select LA Investment Summit provides international and local companies with a comprehensive understanding of the region's investment ecosystem with actionable insights that can guide key business decisions.

Through matchmaking technology and over four hours of networking, Select LA offers the perfect environment to create and foster new relationships with individuals who are responsible for turning a conversation into an investment opportunity. Just as important as a connection is understanding the local processes and protocol to ensure successful transactions, which is why we gather state and local government officials in addition to private businesses.

- Date: Thursday, April 27, 2023 (one full day event)
- Location: Sheraton Grand Downtown Los Angeles
- Time: 8:00 AM – 5:00 PM PDT
- Audience: 400+. Primarily composed of international and domestic business leaders in environmental and technological industries as well as state and local policymakers.

#### **Requirements:**

See Attachment C based on previous use

### **88 Cities Summit:**

#### **Description:**

- The LAEDC's annual 88 Cities Summit, provides a conversation space where local government leaders across LA County share and create solutions to the economic development challenges our cities and unincorporated communities face.
- Date: TBD May 2022 (half day event)
- Location: City of Los Angeles – TBD
- Time: 8:30 AM – 2:00 PM PDT
- Audience: 200+. Primarily composed of key decision makers representing the 88 municipalities within LA County and regional elected official representatives including mayors, city council members, city managers, economic development teams, planning teams, county officials and agencies, community-based organizations, and educations.

#### **Requirements:**

- See Attachment D

## **A/V RFP & Project Timeline Details**

Below are LAEDC's expected timelines for this RFP.

- July 18, 2022: RFP released
- July 19 – 29, 2022: Opportunity for vendors to meet with LAEDC staff to discuss each event and more fully inform their proposal process
- August 11, 2022 5 PM PDT: All proposals due
- August 17, 2022: Vendor selected
- August 18 – August 23, 2022: First meeting and walk-through for first event

## **Event A/V Requirements (based on last in-person event):**

Attached are examples of equipment used in the same events from the past. These are previous proposed solutions to utilize for reference. Respondents are encouraged to propose their own creative approach to each event.

Please note that the attached requirements are to help ensure quotes provide a guide for comparison. Each event may require additional needs not listed in this RFP.

## **RFP Required Content**

### *Company Background and Staffing:*

- All companies must be located within the region of Los Angeles County, California.
- Please include company's legal name, mailing address, email address, phone, primary point of contact, biographies of key staff members, listing of other staff, qualifications and technical competence of a consultant in this type of work.
- Is your firm a "Minority, Women-Owned, Veteran, Service Disabled Veteran-Owned Business Enterprise" defined as a business concern engaged in commercial transactions and is at least fifty-one (51%) percent minority, woman, veteran, service-disabled veteran-owned, and whose management and daily operations are controlled by such persons?

### *Project Approach:*

Please provide a brief overview of how you will approach this project, including a statement of your company's production philosophy and core competencies and proposed schedule.

### *Summary of Previous Events:*

Please include a summary of your company's last 5 projects/events of a similar scale. Include which services your organization was asked to provide.

### *Cost Proposal:*

- Proposals must include a detailed estimated cost (all fees showcased as a line item) for all equipment, labor, and personnel related to event execution.
- The proposer is encouraged to propose charges that will be guaranteed to be discounted as compared to the then-current market rates for comparable products and services available from other reputable providers.

### *References:*

Please include no less than 3 previous client references within the last 3 years (with current contact information) who can attest to the quality of your company's work.

## **Selection Criteria and Process**

LAEDC will review and evaluate all properly submitted proposals that are received on or before the deadline.

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Proposals will be evaluated based on the following factors:

1. Related experience, provider capabilities to satisfy the requirement of the request, and references of the firm or project team including the customer service experience (40%)
2. Technical approach including proven ability to meet deadlines (30%)
3. Cost Proposal (25%)
4. Description of related project work (5%)

**Budget**

Please include all labor and delivery fees associated with the A/V requirements. Vendors are encouraged to provide alternative equipment and labor options to help meet the event need and reduce any expected costs. Additional A/V requirements may be added upon selection of vendor and as each event is fully developed.

**Contact**

For any additional questions, please contact Shane Cullen  
Sr. Manager, Event Programs  
310.903.8208  
[Shane.Cullen@laedc.org](mailto:Shane.Cullen@laedc.org)

**Attachment A – EDDY Awards Equipment and Labor**

- Note: Please include any delivery fees associated with the event.

Registration

Quantity	Description	Duration	Price	Subtotal
1	10ft Lighting Pipe	1 Days		
1	50lb Lighting Base - Round	1 Days		
2	Chauvet Hex-4 LED Fixture <i>Note: -includes pole mounting hardware</i>	1 Days		
8	Walkie Talkie Package	1 Days		
8	Walkie Talkie Headset	1 Days		

Total Registration

Cocktail Reception

Quantity	Description	Duration	Price	Subtotal
4	Platinum Wash Zoom Moving LED Fixture	1 Days		
6	Chauvet Hex-4 LED Fixture	1 Days		
2	12" x 12" Box Truss - 10ft.	1 Days		
2	12" x 12" Box Truss - 2ft	1 Days		
2	Box Truss Base Plate	1 Days		

Total Cocktail Reception

General Session

Quantity	Description	Duration	Price	Subtotal
1	ROE DM 2.6mm Indoor LED Video Wall <i>Note: -9ft x 20ft Wall</i>	1 Days		

Quantity	Description	Duration	Price	Subtotal
1	Brompton Video Processor Rack	1 Days		
1	LED Wall Power Distro and Cabling Package	1 Days		
1	LED Wall Ground Support Rigging Package	1 Days		
3	4ft x 8ft Steel Deck Platform <i>Note: -4ft x 24ft Platform, includes 2ft legs and Black Duvetyne Skirting</i>	1 Days		
1	Yamaha LS9-32 Digital Audio Console	1 Days		
4	QSC KLA12 Active Line Array Speaker	1 Days		
10	QSC K10 Active Loudspeaker	1 Days		
10	Ultimate Speaker Stand	1 Days		
2	QSC KW181 Active Subwoofer	1 Days		
2	QSC KW181 Adj. Speaker Pole	1 Days		
2	18" Gooseneck Microphone	1 Days		
2	Whirlwind pcDI Stereo Direct Box	1 Days		
2	12x4 Audio Snake - 150ft	1 Days		
1	Panasonic HS-50 Live Camera Switcher	1 Days		

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1	Panasonic HD Robotic Camera Controller	1 Days
3	Panasonic HD Robotic Camera with Stand	1 Days
1	Blackmagic Studio Pro HD Recorder	1 Days
1	Analog Way QuickVu-3G HD Switcher	1 Days
1	22" LED HD Monitor	1 Days
10	Blackmagic Up Down Cross HD	1 Days
2	Blackmagic 1 x 8 SDI DA	1 Days
2	Dell Inspiron Laptop	1 Days
1	Apple Mac Book Pro Laptop	1 Days
1	Playback Pro Software Package	1 Days
	<i>Note: Includes controller</i>	
10	Philips 55" LED TV Package	1 Days
10	7ft TV/Monitor Stand	1 Days
1	Martin M1 Lighting Console	1 Days
2	4 Channel Dimmer Pack	1 Days
6	ETC S4 Leko Light Fixture	1 Days
4	Martin Mac2K Profile	1 Days
72	Chauvet Hex-4 LED Fixture	1 Days
1	Chauvet Flare Con DMX Transmitter	1 Days
1	Feeder Cable Package w/turnarounds	1 Days
1	Stinger Cable Package w/cube taps	1 Days
1	Socco Cable Package w/breakouts	1 Days
1	Data Cable Package w/opti-splitter	1 Days
1	Telex RTS 6-Pack	1 Days
1	Custom Acrylic Podium	1 Days
1	Presidential TelePrompter System	1 Days

Total General Session

Labor Date	Start	End	QTY	Personnel/Task	Duration	Unit Price	Subtotal
Nov 8 22	7:00 AM	5:00 PM	1	LD/Programmer/Set Up	1 Day(s)		
	7:00 AM	5:00 PM	4	AV Utility Tech/Set Up	10 Hour(s)		
	7:00 AM	5:00 PM	1	Lighting Utility/Set Up	10 Hour(s)		
Nov 9 22	7:00 AM	9:00 PM	1	Technical	1 Day(s)		
	7:00 AM	5:00 PM	2	LED Tech/Set Up	10 Hour(s)		
	8:00 AM	10:00 PM	1	LED Tech/Setup/Operate	1 Day(s)		
	10:00 AM	10:00 PM	1	A1 Audio Engineer/Setup/Operate/	1 Day(s)		
	10:00 AM	10:00 PM	2	V1 Video Engineer/Setup/Operate/	1 Day(s)		



LAEDC Events A/V RFP

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10:00 AM	6:00 PM	2	AV Utility Tech/Set Up	8 Hour(s)
12:00 PM	10:00 PM	1	LD/Programmer/Setup/Operate/Strike	1 Day(s)
6:00 PM	2:00 AM	2	LED Tech/Strike	8 Hour(s)
6:00 PM	2:00 AM	4	AV Utility Tech/Strike	8 Hour(s)
6:00 PM	2:00 AM	2	Lighting Utility/Strike	8 Hour(s)

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Total Labor

**Attachment B – Economic Forecast Equipment and Labor**

- Note: Please include any delivery fees associated with the event.

General Session				
Quantity	Description	Duration	Price	Subtotal
2	AVStumpfl 6ft 9" x 12ft HD Screen Kit	1 Days		
2	Christie HD 14K-M HD DLP Projector	1 Days		
2	Christie HD 4.1-6.9:1 Zoom Lens	1 Days		
2	4ft - 7ft Adj. Projector Stand	1 Days		
1	Philips 43" LED TV Package <i>Note: -DSM with stand</i>	1 Days		
1	Analog Way QuickVu-3G HD Switcher	1 Days		
1	22" LED HD Monitor <i>Note: -switcher preview</i>	1 Days		
1	Blackmagic 1 x 8 SDI DA	1 Days		
1	Blackmagic Up Down Cross HD	1 Days		
2	Dell Inspiron Laptop	1 Days		
1	DSAN Perfect Cue	1 Days		
1	Behringer X32 Producer Digital Audio Console	1 Days		
4	QSC KW122 Active Loudspeaker	1 Days		
4	Ultimate Speaker Stand	1 Days		
1	18" Gooseneck Microphone	1 Days		
8	Shure Wireless Microphone Package	1 Days		
3	Whirlwind pcDI Stereo Direct Box	1 Days		
1	12x4 Audio Snake - 150ft	1 Days		
1	Whirlwind 16 Ch Press Box	1 Days		
3	13ft x 16ft Polyteq Drape Panel - Black <i>Note: -includes all ground support hardware</i>	1 Days		
1	Custom Acrylic Podium	1 Days		
1	DSAN Speaker Timer System	1 Days		

Total Bunker General Session

Zoom Live Stream GS				
QTY	Description	Duration	Price	Subtotal
1	Sony/Panasonic Camera Package <i>Note: -includes tripod, zoom/focus controls, recordable media, 2nd camera for lockdown wide shot and 3x1 switcher</i>	1 Days		
1	Apple Mac Book Pro Laptop	1 Days		
1	AJA U-TAP SDI to USB Converter	1 Days		
1	M-AUDIO USB Audio Interface	1 Days		

Total Zoom Live Stream GS

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Breakout Room #1

QTY	Description	Duration	Price	Subtotal
1	Behringer X32 Producer Digital Audio Console	1 Days		
2	QSC KW122 Active Loudspeaker	1 Days		
2	Ultimate Speaker Stand	1 Days		
5	Shure Wireless Microphone Package	1 Days		

Total Breakout Room #1

Breakout Room #2

QTY	Description	Duration	Price	Subtotal
1	Behringer X32 Producer Digital Audio Console	1 Days		
2	QSC KW122 Active Loudspeaker	1 Days		
2	Ultimate Speaker Stand	1 Days		
5	Shure Wireless Microphone Package	1 Days		

Total Breakout Room #2

Labor

Date	Start	End	QTY	Personnel/Task	Duration	Unit Price	Subtotal
Feb 16 22	3:00 AM	1:00 PM	1	Technical Director/Setup/Operate	1 Day(s)		
	3:00 AM	1:00 PM	1	A1 Audio Engineer/Setup/Operate	1 Day(s)		
	3:00 AM	1:00 PM	1	V2 Video Engineer/Setup/Operate	1 Day(s)		
	3:00 AM	1:00 PM	1	Camera Operator/Setup/Operate	1 Day(s)		
	3:00 AM	1:00 PM	1	AV Utility Tech/Setup/Operate	10 Hour(s)		

Total Labor

**Attachment C – Select LA Summit Equipment and Labor**

- Note: Please include any delivery fees associated with the event.

General Session

Quantity	Description	Duration	Price	Subtotal
2	AVStumpfl 9ft x 16ft HD Screen Kit	1 Days		
2	Christie HD 14K-M HD DLP Projector	1 Days		
2	Christie HD 4.1-6.9:1 Zoom Lens	1 Days		
2	4ft - 7ft Adj. Projector Stand	1 Days		
1	Phillips 55" LED TV Package <i>Note: -DSM with stand</i>	1 Days		
1	Analog Way QuickVu-3G HD Switcher	1 Days		
1	Samsung 22" LED Monitor	1 Days		
1	Blackmagic 1 x 8 SDI DA	1 Days		
1	Blackmagic Up Down Cross HD	1 Days		
2	Dell Inspiron Laptop	1 Days		
1	DSAN Perfect Cue System	1 Days		
1	Yamaha LS9-16 Digital Audio Console	1 Days		
6	QSC KW122 Active Loudspeaker	1 Days		
6	Ultimate Speaker Stand	1 Days		
1	18" Gooseneck Microphone	1 Days		
6	Shure Wireless Microphone Package	1 Days		
3	Whirlwind pcDI Stereo Direct Box	1 Days		
2	Adj. Floor Microphone Stand	1 Days		
1	12x4 Audio Snake - 150ft	1 Days		
1	Martin M1 Lighting Console	1 Days		
2	4 Channel Dimmer Pack	1 Days		
6	ETC S4 Leko Light Fixture	1 Days		
24	Chauvet Freedom Par Hex 4	1 Days		
1	Elation DMX Splitter	1 Days		
2	12" x 12" Box Truss - 10ft.	1 Days		
2	12" x 12" Box Truss - 2ft	1 Days		
2	Box Truss Base Plate	1 Days		
10	13ft x 16ft Polyteq Drap Panel - Black	1 Days		
1	Digital Podium Package	1 Days		
1	DSAN Speaker Timer System	1 Days		
1	Atomic Design Stage Set Package	1 Days		

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Quantity	Description	Duration	Price	Subtotal
1	Panasonic HS-50 Live Camera Switcher	1 Days		
1	Panasonic HD Robotic Camera Controller	1 Days		
2	Panasonic HD Robotic Camera with Stand	1 Days		
1	Blackmagic Studio Pro HD Recorder	1 Days		
1	AJA U-TAP SDI to USB Converter	1 Days		
1	M-AUDIO USB Audio Interface	1 Days		
1	Apple Mac Book Pro Laptop	1 Days		
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Total Zoom Live Stream GS				

Breakout Room #1

Quantity	Description	Duration	Price	Subtotal
1	Behringer X32 Producer Digital Audio Console	1 Days		
2	QSC KW122 Active Loudspeaker	1 Days		
2	Ultimate Speaker Stand	1 Days		
<hr/>				
5	Shure Wireless Microphone Package	1 Days		
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Total Breakout Room #1				

Breakout Room #2

Quantity	Description	Duration	Price	Subtotal
1	Behringer X32 Producer Digital Audio Console	1 Days		
2	QSC KW122 Active Loudspeaker	1 Days		
2	Ultimate Speaker Stand	1 Days		
5	Shure Wireless Microphone Package	1 Days		
<b>Total Breakout Room #2</b>				

LABOR

Date	Start	End	QTY	Personnel/Task	Duration	Unit Price	Subtotal
<b>Jun 22 22</b>							
	8:00 AM	6:00 PM	4	AV Utility Tech/Set Up	10 Hour(s)		
	9:00 AM	7:00 PM	1	A1 Audio Engineer/Set Up	1 Day(s)		
	9:00 AM	7:00 PM	1	LD/Programmer/Set Up	1 Day(s)		
<b>Jun 23 22</b>							
	6:00 AM	4:00 PM	1	A1 Audio Engineer/Set Up	1 Day(s)		
	6:00 AM	4:00 PM	2	V1 Video Engineer/Set Up	1 Day(s)		
	6:00 AM	4:00 PM	1	LD/Programmer/Set Up	1 Day(s)		
	2:00 PM	10:00 PM	4	AV Utility Tech/Strike	8 Hour(s)		
<b>Total LABOR</b>							

### Attachment D – 88 Cities Summit Equipment and Labor

- Note: Please include any delivery fees associated with the event.

#### General Session

Quantity	Description	Duration	Price	Subtotal
1	Behringer X32 Producer Digital Audio Console	1 Days		
2	QSC KLA12 Active Line Array Speaker	1 Days		
2	Ultimate Speaker Stand	1 Days		
1	18" Gooseneck Microphone	1 Days		
8	Shure Wireless Microphone Package <i>Note: -(6) handhelds</i>	1 Days		
3	Whirlwind pcDI Stereo Direct Box	1 Days		
1	12x4 Audio Snake - 150ft	1 Days		
2	Adj. Floor Microphone Stand	1 Days		
1	Analog Way QuickVu-3G HD Switcher	1 Days		
1	Samsung 22" LED Monitor <i>Note: -switcher preview</i>	1 Days		
1	Philips 55" LED TV Package <i>Note: -DSM (includes floor stand)</i>	1 Days		
2	Blackmagic 1 x 8 SDI DA	1 Days		
2	Blackmagic Up Down Cross HD	1 Days		
2	Dell Inspiron Laptop	1 Days		
1	DSAN Perfect Cue System	1 Days		
1	DSAN Speaker Timer System	1 Days		
1	12 Ch Lighting Board	1 Days		
2	4 Channel Dimmer Pack	1 Days		
4	ETC S4 Leko Light Fixture	1 Days		
1	Chauvet Flare Con DMX Transmitter	1 Days		
16	Chauvet Hex-4 LED Fixture - Uplight	1 Days		
2	50lb Lighting Base - Round	1 Days		
2	12ft Lighting Pipe	1 Days		

Total General Session

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Zoom Live Stream GS

Quantity	Description	Duration	Price	Subtotal
1	Sony/Panasonic Camera Package <i>Note: -includes tripod, zoom/focus controls, recordable media and 2nd camera for lockdown wide shot</i>	1 Days		
1	M-AUDIO USB Audio Interface	1 Days		
1	AJA U-TAP SDI to USB Converter	1 Days		
1	Dell Inspiron Laptop	1 Days		
1	Panasonic HS-50 Live Camera Switcher	1 Days		
1	Samsung 22" LED Monitor <i>Note: -switcher preview</i>	1 Days		

Total Zoom Live Stream GS

LABOR

Date	Start	End	QTY	Personnel/Task	Duration	Unit Price	Subtotal
Apr 27 22							
	3:00 AM	11:00 AM	1	AV Utility Tech/Set Up	8 Hour(s)		
	4:00 AM	2:00 PM	1	Technical Director/Setup/Operate	1 Day(s)		
	4:00 AM	2:00 PM	1	A1 Audio Engineer/Setup/Operate	1 Day(s)		
	4:00 AM	2:00 PM	1	V1 Video Engineer/Setup/Operate	1 Day(s)		
	6:00 AM	4:00 PM	1	Camera Operator/Setup/Operate	1 Day(s)		
	1:00 PM	9:00 PM	3	AV Utility Tech/Strike	8 Hour(s)		

Total LABOR