

Attachment B - Specifications

RFx No.: 3000021892

Title: *Re-Bid* Fax Bid* Audio Equipment Rentals - LSRC

- Pricing shall include rental of equipment, set up, monitoring, and removal of equipment, as well as all traveling expenses regardless of where meeting venue is located.
- Vendor must provide audio equipment services and travel to an estimated ten (10) meetings in a contract year at any location within the State of Louisiana.
- LSRC meetings are scheduled on an as-needed basis, with at least two (2) mandatory meetings each year (April and August). Agency will provide notice of date/time/place for meetings at least two (2) weeks out. The Agency attempts to set up the meeting date and place at least a month prior, though some meetings have been scheduled and required by the Commission in a shorter period of time.
- Meetings are typically held in one of the following locations: New Orleans, Baton Rouge, Lafayette, Opelousas, Vinton, Lake Charles, Bossier City and Shreveport. The location will be provided beforehand to allot time for set up the day/night before. All meetings will be indoors, and will be in-person only.
- Meetings in the past have been held in multiple room sizes at Evangeline Downs Racetrack & Casino, Delta Downs Racetrack & Casino, and the Hotel Monteleone, including the Queen Anne Ballroom, the Riverview Room, and the Vieux Carre Room. Please use the below links for reference:
 - **Event Center at Hotel Monteleone:**
<https://hotelmonteleone.com/meeting-rooms/>
 - **Event Center at Evangeline Downs Racetrack & Casino:**
<https://www.evangelinedowns.com/meet/meeting-facilities/event-center>
 - **Mojo's at Evangeline Downs Racetrack & Casino:**
<https://evangelinedowns.boydgaming.com/entertain/mojos>
 - **Event Center at Delta Downs Racetrack & Casino:**
<https://deltadowns.boydgaming.com/entertain/delta-event-center>
- The LSRC reserves the right to increase or decrease the quantity of meetings at the same unit cost.
- Meetings will be held between the hours of 7:30am and 6:00pm. Usually the meetings are in the beginning of the week, but that can change with a change of commissioners. Meetings can vary in duration based on the agenda and deliberation, but the average estimate is about six (6) hours per meeting.
- Vendor must record audio of LSRC meetings and provide a copy of recording to court reporter within five (5) calendar days of meetings.
- Ryan Harper will be the main point of contact from the Agency to help coordinate. Preparation for the meetings involve multiple employees from the agency and the venues, so there may be further communication needs with other contacts as well.

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Vendor to provide the following equipment for each meeting (quantities are estimated and based upon the number of Commissioners and attendees):

- 16 Table Microphones
- 1 Podium Microphone
- 1 Equalizer/Mixer
- 3 Table Top Speakers for hearing-impaired commissioners/staff
- 1 Set of Speakers for attendees to hear all proceedings
- Audio Recording Equipment
 - The audio recording equipment must take recorded sound from the microphones used at the meetings, and must produce a digital file that can be given to the court reporter via Flash Drive, CD, or DVD.

Technician shall be dressed in business professional attire and perform the following tasks:

- Equipment set up – must be completed two (2) hours prior to meeting time.
- Tape down all wiring to ensure there are no tripping hazards.
- Monitor equipment functions optimally during meetings.
- Removal of equipment after the meeting concludes.
 - The vendor will have the rest of the day after the meeting has concluded to break down the equipment and leave.