



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 2/12/2026

**File ID:** TMP-6496

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**Department:** ITS

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to execute Modification No 1 to the Agreement between the City of Huntsville and Verta Technologies for the City of Huntsville's Audio Visual Services and Support for City Hall.

Resolution No.

**Finance Information:**

**Account Number:** 1000-17-17100-515370-00000000

**City Cost Amount:** \$72,102.00

**Total Cost:** \$72,102.00

**Special Circumstances:**

**Grant Funded:** N/A

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:**

**District:** District 1  District 2  District 3  District 4  District 5

**Additional Comments:**

This Resolution will cover the details and offerings from Verta Technologies to the City of Huntsville for Audio Visual Services and Support for City Hall. Modification No 1 brings the total CoH Contract amount for Verta Technologies to \$169,114.00.

**RESOLUTION NO. 26-\_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to execute Modification No. 1 to the Agreement between the City of Huntsville and Verta Technologies, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said modification is substantially in words and figures similar to that certain document attached hereto and identified as “Modification No.1 to the Agreement Between the City of Huntsville, Alabama and Verta Technologies,” as adopted and approved Pursuant to Resolution No. 24-616 consisting of fifty-six (56) pages, and the date of February 12, 2026, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

**ADOPTED** this the 12th day of February, 2026.

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President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 12th day of February, 2026.

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Mayor of the City of Huntsville,  
Alabama

STATE OF ALABAMA )

COUNTY OF MADISON )

**Modification No. 1 to the Agreement Between the City of Huntsville, Alabama and Verta Technologies, as adopted and approved Pursuant to Resolution No. 24-616 of the City Council of the City of Huntsville**

**MODIFICATION NO. 1 TO AGREEMENT**

This Modification No. 1 to the Agreement (this "Modification No. 1") is made effective as of the 12<sup>th</sup> day of February, 2026 by and between the CITY OF HUNTSVILLE, ALABAMA, (the "City") a municipal corporation within the State of Alabama (the "City") and Verta, an Alabama Limited Liability Company doing business as Verta Technologies (hereinafter referred to as "Verta").

**WITNESSETH**

**WHEREAS** the City and Verta, pursuant to Resolution No. 24-616, entered into that certain Agreement on August 22, 2024 (the "Agreement"), with a term of one (1) year commencing on October 1, 2024 and ending on September 31, 2025, with options to renew for up to two (2) additional one-year terms; and

**WHEREAS** the Agreement arose out of Verta's response to Request for Proposals Number 48-2024-17 to purchase audio visual equipment and provide an on-site technician therefor. The Agreement specifically provided that Verta would not provide such services to City Hall.

**WHEREAS** the City issued Request for Proposals Number 21-2026-17 for Audio-Visual Services Phase 2, dated December 12, 2025, which included providing services to City Hall. This Request for Proposals, together with all attachments, amendments and addendums, is referred to as the "RFP", and is attached hereto and incorporated by reference as exhibit "A," and

**WHEREAS** in response to the RFP, Verta submitted to the City a proposal dated January 15, 2026. This proposal, together with all attachments, is referred to herein as the "Proposal", and is

\_\_\_\_\_  
President or Pro Tem of the City Council of the City of Huntsville, Alabama

Date: February 12, 2026

available for inspection at the City's Information Technology Services office located at 805 Fountain Cir., Huntsville, AL 35801, and

**WHEREAS** the RFP provided that, "If mutually agreed upon by the City and the selected vendor, such equipment, buildings and/or facilities shall be incorporated into the contract under the same terms and conditions. The City reserves the right, and upon mutual agreement between the City, the selected vendor, and the current contract vendor holding the Audio Visual Services and Support contract awarded pursuant to Resolution No. 24-616, to incorporate equipment, buildings, and facilities covered under that contract into the contract awarded pursuant to this Request for Proposal," and

**WHEREAS** the City and Verta mutually desire to incorporate the RFP into its existing contract with the City;

**NOW THEREFORE**, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the parties, the parties do hereby agree to the following:

1. That Section 1.3, which currently reads:

**1.3 Properties Covered.**

- 1.3.1 Verta will develop as needed and maintain City's audio-visual systems in properties including, but not limited to, the Public Safety Training Academy (5365 Triana Blvd.), all City of Huntsville Fire Stations, the Huntsville Aquatic Center, the Iceplex, the Sandra Moon Complex, any other City facility that utilizes AV equipment, and any new facility with AV equipment that may be completed during the term of this contract, including, but not limited to, a planned new installation at John Hunt Park.
- 1.3.2 This agreement does not include AV equipment at Huntsville City Hall, in-car equipment, or North Alabama Multi Agency Crime Center (NA-MACC) equipment associated with the Huntsville Police Department.
- 1.3.3 This agreement does not include building security cameras or DVRs managed by the General Services Department.
- 1.3.4 This agreement does not include building access, fire alarms, burglar control, or any other safety and security equipment.
- 1.3.5 This agreement does not cover equipment currently under other maintenance or support contracts, but such equipment may be added in the future with written agreement of both the City and Verta.

is amended to read:

**1.1 Properties Covered.**

- 1.1.1 Verta will develop as needed and maintain City's audio-visual systems in properties including, but not limited to, City Hall, the Public Safety Training Academy (5365 Triana Blvd.), all City of Huntsville Fire Stations, the Huntsville Aquatic Center, the Iceplex, the Sandra Moon Complex, any other City facility that utilizes AV equipment, and any new facility with AV equipment that may be completed during the term of this contract, including, but not limited to, a planned new installation at John Hunt Park.
- 1.1.2 This agreement does not include building security cameras or DVRs managed by the General Services Department.
- 1.1.3 This agreement does not include building access, fire alarms, burglar control, or any other safety and security equipment.
- 1.1.4 This agreement does not cover equipment currently under other maintenance or support contracts, which at the time of the execution of this contract includes, but is not limited to: in-car equipment; North Alabama Multi Agency Crime Center (NA-MACC); and equipment associated with the Huntsville Police Department. Such equipment may be added in the future with written agreement of both the City and Verta.

2. That Section 2.0 which currently reads:

**2.0 Terms and Conditions**

- 2.1 **Term.** The term of this contract is one year beginning on October 1, 2024, thereafter the contract will automatically renew for up to two additional one-year terms unless either party submits a written cancellation request at least 60 days before the end of the term. The annual fee will increase by 2% each renewal term.

is amended to read

**2.0 Terms and Conditions**

- 2.1 **Term.** The term of this contract is one year beginning on February 12, 2026, thereafter the contract will automatically renew, subject to funding, for up to two additional one-year terms unless either party submits a written cancellation request at least 60 days before the end of the term. The annual fee will increase by 2% each renewal term.

3. That section 9.12 which currently reads:

**9.12 Order of Precedence of Contract Documents**

In the event any conflict, discrepancy, or inconsistency among any of the documents which make up this contract, the following shall control, and Verta is deemed to have based its estimate of performing the work upon the order of precedence as set forth below. Interpretations shall be based upon the following order of precedence: 1) this Agreement; 2) City of Huntsville Request for Proposals #48-2024-17 dated June 13, 2024; and 3) Verta's Response to Request for Proposals #48-2024-17 dated June 20, 2024 (which include the Pricing Proposal attached hereto as Exhibit B).

is amended to read:

**9.12 Order of Precedence of Contract Documents**

In the event any conflict, discrepancy, or inconsistency among any of the documents which make up this contract, the following shall control, and Verta is deemed to have based its estimate of performing the work upon the order of precedence as set forth below. Interpretations shall be based upon the following order of precedence: 1) this Modification #1, 2) Agreement; 3) City of Huntsville Request for Proposals #21-2026-17 dated December 12, 2025; 4) City of Huntsville Request for Proposals #48-2024-17 dated June 13, 2024; 5) Verta's Response to Request for Proposals #12-2026-17 dated January 15, 2026 (which include the Pricing Proposal attached hereto as Exhibit B); and 6) Verta's Response to Request for Proposals #48-2024-17 dated June 20, 2024.

4. That the following Section 9.13 is added:

**9.13 Confidentiality**

Verta acknowledges that confidential information in the way of financial practices, internal activities, and operations, may be made available to it in connection with its work pursuant to this agreement. Verta agrees not to disclose confidential information to any third party at any time following execution of this agreement. This clause shall survive the termination of this agreement.

5. That exhibit "A" be substituted with the exhibit "A" attached to this agreement.
6. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have entered into this agreement, on the date set forth above.

**THE CITY OF HUNTSVILLE, ALABAMA**

\_\_\_\_\_  
Tommy Battle, Mayor  
City of Huntsville, Alabama  
Date: February 12, 2026

**ATTEST:**

\_\_\_\_\_  
Shaundrika Edwards, City Clerk  
City of Huntsville, Alabama

**VERTA, LLC DBA VERTA-TECHNOLOGIES**

By:   
Its: CEO

**WITNESS:**

By:   
Its: CFO

STATE OF ALABAMA        )  
COUNTY OF MADISON    )

I, the undersigned, a notary public in and for said County, in said State, hereby certify that Tommy Battle and Shaundrika Edwards, whose names as Mayor and Clerk Treasurer of The City of Huntsville, a municipal corporation in the State of Alabama are signed to the foregoing instrument, and who are known to me, acknowledged before me on this day that, being informed of the contents of the instrument, they, in their capacity as such officers, executed the same voluntarily for and as the act of said corporation on the day the same bears day.

GIVEN under my hand and official seal this the 12th day of February, 2026.

\_\_\_\_\_  
Notary Public

Notary Public

STATE OF ALABAMA       )  
COUNTY OF MADISON    )

I, the undersigned, a notary public in and for said County, in said State, hereby certify that Christian Tuttle and Eric L. Gordon, whose names as Christian Tuttle and Eric L. Gordon of Verta, LLC, dba Verta Technologies, an Alabama limited liability company, are signed to the foregoing instrument, and who are known to me, acknowledged before me on this day that, being informed of the contents of the instrument, they, in their capacities as such officers, executed the same voluntarily for and as the act of said corporation on the day the same bears day.

GIVEN under my hand and official seal this the 5<sup>th</sup> day of February, 2026.

  
Notary Public





# HUNTSVILLE

Tommy Battle  
Mayor

## City of Huntsville, Alabama

Finance Department  
Procurement Services Division

### **Request For Proposals** **Audio Visual Services and Support Phase 2**

Request for Proposal #:	21-2026-17
Issue Date:	December 12, 2025
Bid Bond Requirements:	No, a bid bond is not required
Certificate of Insurance Requirements:	Yes, a certificate of insurance is required
Pre-Proposal Teleconference Date and Time:	N/A
Pre-Proposal Conference Date:	N/A
Deadline for Questions Date:	January 8, 2026 @ 2:00:00 PM
RFP Closing Date:	January 15, 2026 @ 2:00:00 PM
RFP Opening Location:	Council Chambers – 2 <sup>nd</sup> Floor 305 Fountain Circle, Huntsville, Alabama 35801
Post Closing Conference Date and Time:	N/A
Post-Closing Proposer Presentation/Demonstration Date:	N/A
Procurement Services Contact:	Carrie Power Carrie.power@huntsvilleal.gov (256) 564-8060
City Internet Site:	<a href="https://www.bidnetdirect.com/alabama/cityofhuntsville">https://www.bidnetdirect.com/alabama/cityofhuntsville</a>
RFP E-Documents:	N/A
Proposal Copies to be Submitted	1 Original, un-bound
City File Reference:	Audio Visual Services and Support Phase 2

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**APPENDIX A**  
**CITY OF HUNTSVILLE, ALABAMA**  
**SCOPE OF WORK & RELATED INFORMATION**

**CITY OBJECTIVES**

The City of Huntsville desires to solicit sealed proposals for **Audio Visual Services and Support Phase 2** for City of Huntsville Buildings and Facilities.

**PROPOSAL SUBMITTAL/RECEIVING OF PROPOSALS**

Proposals shall be submitted to Procurement Services on or before the scheduled proposal opening date as specified on the cover page. All Proposals must be in Procurement Services possession by 2:00:00 PM CST on the schedule proposal opening date. Proposal packets will be date and time-stamped upon receipt by Procurement Services.

For the purposes of receiving proposals, the clock located in the City Council Chambers located on the 2<sup>nd</sup> Floor of 305 Fountain Circle, Huntsville, Alabama 35801, regulated by the National Institute for Standards and Technology (NIST), shall be the official record of time.

**Proposal Opening Day Submittals:** Proposers submitting proposals on the scheduled proposal opening date who arrive at City Hall – 305 Fountain Circle, Huntsville, Alabama 35801 at 1:45:00PM or after shall report directly to the Council Chambers and hand-deliver (submit) their proposal to Procurement Services.

All timely submitted proposals will be publicly opened and read in the Council Chambers at 2:00:00PM CST.

**SPECIFIC REQUIREMENTS (may defer to checklist type format in Appendix D)**

**NEW EQUIPMENT (generally a required clause)**

All manufactured commodities shall be new, latest model unless otherwise stipulated. Proposer shall guarantee that commodities submitted for their bid shall be new, and of the latest and most improved model of the current production and shall be of first quality as to workmanship and materials used in said units. All modifications shall be made at the factory. Equipment shall not have been operated for any purpose other than routine operational testing. Demonstrators will not be accepted unless specifically requested.

**DESCRIPTION OF CITY I.T. INFRASTRUCTURE** (generally required for all technology procurements – ITS is lead provider of this information)

**LOCATIONS OF WORK**

The work to meet the requirements of the Contract must be performed at various City work sites unless authorized by the City otherwise, for which more information will be provided later by the City, or upon request pursuant to an addenda issue if determined necessary by the City. Proposer shall make the inquires it deems necessary in this regard, to avoid confusion by the Proposer about its Contract obligations and to allow Proposal to include any limitation on working conditions Proposer deems necessary.

**PROJECT COMPLETION SCHEDULE**

As described in Section 3, Proposal shall include a project completion schedule that depicts the phases of work, based on general benchmarks used by Proposer for the minimum level of goods and services desired by the City. Proposer shall disclose in the schedule all significant assumptions upon which the schedule is based.

**INSPECTION OF WORK**

All goods and services to be provided under the Contract shall be subject to inspection and acceptance by an authorized City representative while in process or after completion. If any such goods or services are found to be unsatisfactory and not in accordance with the requirements of the Contract, the City shall notify the Contractor for immediate corrective action.

# **APPENDIX B**

## **CITY OF HUNTSVILLE, ALABAMA**

### **EVALUATION CRITERIA**

#### **1. EVALUATION PROCESS**

After the proposal closing date, the City will perform an evaluation of each Proposal. During the evaluation, the City may conduct interviews of Proposer, and request Proposer to participate in a mandatory teleconference, or to make presentations to the City and/or demonstrate its products that are the subject of this RFP. Concerning a teleconference, presentation or demonstration, Proposer will be given at least ten (10) days' notice of the date and time for such, and the City may consider a Proposer non-responsive or non-responsible if it does not participate in such to the City's satisfaction. Also, the City may interview and/or visit other customers who have purchased similar goods and services from Proposer.

#### **2. RESPONSIVE PROPOSALS**

The City will determine if a Proposal is "responsive" to the requirements of the RFP based on Attachment A-Section 3 and on any other information available to the City and reserves the right to waive minor informalities (Attachment A-Section 2.5).

#### **3. RESPONSIBLE PROPOSALS**

The City will determine if Proposer is deemed "responsible" based on Section 3 and on any other information available to the City.

#### **4. AWARD INTENTION**

The City intends to award a contract to the responsive, responsible Proposer(s) whose Proposal offers the best value for the City, after selection and negotiation.

#### **5. EVALUATION CRITERIA**

Proposers determined to be responsive and responsible will be evaluated to provide the services sought herein. Selection will be based upon, but not limited to the following criteria:

- Proposer's capabilities, including:
  - The ability to respond to and meet the guidelines and conditions set forth in this RFP.
  - Demonstrated capacity, facilities and organizational structure to perform the type of services sought.
- Qualifications and experience of Proposer and key personnel including A/V certifications, academic credentials, operational and practical experience.
- Demonstrated knowledge of the subject areas.
- Experience in providing similar services to other clients.
- Record of performance with the City and/or other clients.
- Pricing.
- Lack of debarment status by either the state or federal government.

The order of these factors does not generally denote relative importance. The City reserves the right to consider such other relevant factors as it deems appropriate to obtain the "best value".

The City reserves the right to enter into negotiations with the successful Proposer with regard to specifications, terms, cost and contract date/time.

#### **6. SELECTION**

Notification of selection of Proposer(s) who submitted conforming responses will be made when the selection process is final.

PROPOSERS ARE REQUIRED TO SPECIFY ANY EXCEPTIONS TO THE MASTER AGREEMENT AND TO MAKE ANY SUGGESTED COUNTERPROPOSAL(S) WITH THEIR RESPONSE. FAILURE TO SPECIFY EXCEPTIONS AND/OR COUNTERPROPOSALS WILL BE DEEMED AN ACCEPTANCE OF THE MASTER AGREEMENT'S TERMS AND CONDITIONS, AND NO SUBSEQUENT NEGOTIATION OF SUCH PROVISIONS SHALL BE PERMITTED. RESERVING ONE'S RIGHTS TO NEGOTIATE TERMS AFTER AN AWARD IS MADE IS UNACCEPTABLE.

The City reserves the right to enter into negotiations with the successful Proposer(s) with regard to specifications, terms, and cost.

**APPENDIX C  
CITY OF HUNTSVILLE, ALABAMA  
PROPOSAL PREPARATION CHECKLIST**

The checklist is for general guidance only and not intended to provide an all-inclusive list of response requirements, which Proposers must determine from this RFP.

<b>Description</b>	<b>Reference</b>	
RFP Schedule	Section 1.3 & Cover	_____
General Terms & Conditions	Section 2	_____
Proposer Responsibilities	Section 2	_____
Bid Bond Requirements	Attachment B	_____
Performance Bond & Insurance Requirements	Attachment B	_____
Business Licensing Requirements	Section 2.23	_____
Alabama Immigration Law	Appendix F & G	_____
Proposal Instructions:	Section 3	_____
Proposer Information Form	Appendix F	_____
Price Proposal Instructions and Form	Section 3.12 & Appendix E	_____
Addenda Acknowledgement	Appendix E	_____
Proposal Submission Requirements	Section 3	_____
Evaluation Criteria	Appendix B	_____
Scope of Work	Appendix A	_____
Special Terms and Conditions	Attachment C	_____

**APPENDIX D**  
**CITY OF HUNTSVILLE, ALABAMA**  
**DETAILED FUNCTIONAL OBJECTIVES**

Proposer must provide information to demonstrate its qualifications and experience in providing goods and services similar to those the City desires, and such information shall include the below. The City reserves the right to request and require additional information during its evaluation.

It is the intention of The City of Huntsville (herein "the City") to establish a Master Agreement for Audio/Visual (A/V) products and services for use by the City. This agreement will allow the City to establish a central point of contact for A/V purchase, installation, maintenance, support, troubleshooting, and repair of new or existing A/V equipment within buildings and facilities owned and/or leased by the City.

All existing City A/V equipment detailed as "Covered Items" on Attachment 1 is to be maintained and supported under this contract. General locations and description of existing A/V equipment are listed in Attachment 1 which also details items that are currently covered under the existing A/V Services and Support contract. The City reserves the right to add additional equipment, buildings and/or facilities to the resulting contract during the contract term. Upon request, the selected vendor shall provide the City with a written quote for services related to the additional buildings and/or facilities. If mutually agreed upon by the City and the selected vendor, such equipment, buildings and/or facilities shall be incorporated into the contract under the same terms and conditions. The City reserves the right, and upon mutual agreement between the City, the selected vendor, and the current contract vendor holding the Audio Visual Services and Support contract awarded pursuant to Resolution No. 24-616, to incorporate equipment, buildings, and facilities covered under that contract into the contract awarded pursuant to this Request for Proposal.

The award of this contract does not preclude the successful bidder from bidding on other City A/V projects that are outside of the scope of this award.

It is the intention of the City to achieve the following objectives for the City through this RFP:

- Provide a competitively solicited Master Agreement offering A/V services for City equipment, buildings, and facilities.
- Acquire full-time and/or part-time, on-site A/V technicians, with varying skillset levels, within the ITS department to provide continuity for the A/V services throughout the City.
- Achieve cost savings for the City through a competitive solicitation process that eliminates the need for multiple proposals.
- Provide the City a path to escalate technical A/V issues as needed for the City equipment, buildings, and facilities.
- Provide the City with a comprehensive vendor for A/V equipment lifecycle to include procurement, installation, commissioning, maintenance, etc., (Does not include disposal).
- Provide the City access to highly trained A/V professionals as needed at pre-negotiated labor rates.

**APPENDIX E  
CITY OF HUNTSVILLE, ALABAMA  
PROPOSAL PRICING FORM**

Proposer shall acknowledge receipt of all addenda in the space provided on the Proposal Pricing Form below. Failure to acknowledge receipt of addenda shall not relieve Proposer of full responsibility for all requirements contained in addenda.

**We acknowledge receipt of the following addenda:** \_\_\_\_\_

**\*\*\*PRICING SHALL BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE\*\*\***

**APPENDIX F**  
**CITY OF HUNTSVILLE, ALABAMA**  
**PROPOSER INFORMATION & ACKNOWLEDGEMENTS**

**3.1 PROPOSER INFORMATION**

Business Organization

Name of Proposer (exactly as it would appear on an agreement):

\_\_\_\_\_

Doing-Business-As Name of Proposer:

\_\_\_\_\_

Principal Office Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Fax Number:

\_\_\_\_\_

Form of Business Entity [check one ("X")]

Corporation \_\_\_\_\_

Partnership \_\_\_\_\_

Individual \_\_\_\_\_

Joint Venture \_\_\_\_\_

Other (describe): \_\_\_\_\_

\_\_\_\_\_

Corporation Statement

If a corporation, answer the following:

Date of incorporation:

\_\_\_\_\_

Location of incorporation:

\_\_\_\_\_

The corporation is held:

Publicly \_\_\_ Privately \_\_\_

Names and titles of corporate officers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Partnership Statement

If a partnership, answer the following:

Date of organization: \_\_\_\_\_  
Location of organization: \_\_\_\_\_  
The partnership is: General \_\_\_ Limited \_\_\_

Name, address, and ownership share of each general partner owning more than five percent (5%) of the partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Joint Venture Statement

If a Joint Venture, answer the following:

Date of organization: \_\_\_\_\_  
Location of organization: \_\_\_\_\_  
JV Agreement recorded? Yes \_\_\_ No \_\_\_

Name, address of each Joint Venturer and percent of ownership of each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.2 CITY OF HUNTSVILLE EMPLOYEE, MEMBER OF HOUSEHOLD OR BUSINESS ASSOCIATE**

Code of Ala. 1975§36-25-11 requires that contracts entered into with a public official, a public employee, a member of the household of the public official or public employee, or a business with which a public official or public employee associates be filed with the Alabama Ethic Commission. If you are awarded the contract, and if you are a City employee, or if a member of your household is a City employee or public official, or if your business associates with a City employee or public official, you must comply with the provisions of Code al Ala. 1975§36-25-11.

City Employee Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes," Department \_\_\_\_\_

Member of Household City Employee Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes," Name (s) \_\_\_\_\_

Anyone associated with your company a City Employee Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes," Name (s) \_\_\_\_\_

**3.3 CONTRACTOR E-VERIFY – NOTICE**

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Code of Alabama (1975) § 31-13-1 through 31-13-30 (also known as and hereinafter referred to as “ the Alabama Immigration Act”) as amended by Act No. 2012-491 on May 16, 2012 is applicable to all competitively bid contracts with the City of Huntsville. As a condition for the award of a contract and as a term and condition of the contract with the City of Huntsville, in accordance with § 31-13-9 (a) of the Alabama Immigration Act, as amended, any business entity or employer that employs one or more employees shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

During the performance of the contract, such business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The business entity or employer shall assure that these requirements are included in each subcontract in accordance with §31-13-9(c). Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, and possibly suspension or revocation of business licenses and permits in accordance with §31-13-9 (e) (1) & (2).

Code of Alabama (1975) § 31-13-9 (k) requires that the following clause be included in all City of Huntsville contracts that have been competitively bid and is hereby made a part of this contract:

“By signing this contract the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

**3.4 ACKNOWLEDGEMENTS**

**I hereby certify that I have read and understand the City of Huntsville’s General Terms and Conditions. I hereby certify that I agree to comply with all of the General Terms and Conditions of this IFB. I also understand that the General Terms & Conditions are standard and that any contradicting requirements of the IFB supersede.**

**I affirm that I have not been in any agreement or collusion among Proposers or prospective Proposers in restraint of freedom of competition.**

**Upon award of this bid, I will not substitute any item on this bid under any circumstances.**

**By signing this submittal, the Bidder represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.**

**I affirm that I understand and agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.**

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Legal Name of Firm

\_\_\_\_\_  
Print or Type Name of Proposer

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Website Address

## APPENDIX G REPORT OF OWNERSHIP FORM

### CITY OF HUNTSVILLE, ALABAMA REPORT OF OWNERSHIP FORM

**A. General Information.** Please provide the following information:

- Legal name(s) (include "doing business as", if applicable): \_\_\_\_\_.
- City of Huntsville current taxpayer identification number (if available): \_\_\_\_\_.

(Please note that if this number has been assigned by the City and if you are renewing your business license, the number should be listed on the renewal form.)

**B. Type of Ownership.** Please complete the un-shaded portions of the following chart by checking the appropriate box below and entering the appropriate Entity I.D. Number, if applicable (for an explanation of what an entity number is, please see paragraph C below):

Type of Ownership ( <i>check appropriate box</i> )	Entity I. D. Number & Applicable State
<input type="checkbox"/> Individual or Sole Proprietorship	Not Applicable
<input type="checkbox"/> General Partnership	Not Applicable
<input type="checkbox"/> Limited Partnership (LP)	Number & State:
<input type="checkbox"/> Limited Liability Partnership (LLP)	Number & State:
<input type="checkbox"/> Limited Liability Company (LLC) (Single Member)	Number & State:
<input type="checkbox"/> LLC (Multi-Member)	Number & State:
<input type="checkbox"/> Corporation	Number & State:
<input type="checkbox"/> Other, please explain:	Number & State (if a filing entity under state law):

**C. Entity I.D. Numbers.** If an Entity I.D. Number is required and if the business entity is registered in this state, the number is available through the website of Alabama's Secretary of State at: [www.sos.state.al.us/](http://www.sos.state.al.us/), under "Government Records". If a foreign entity is not registered in this state please provide the Entity I.D. number (or other similar number by whatever named called) assigned by the state of formation along with the name of the state.

**D. Formation Documents.** Please note that, with regard to entities, the entity's formation documents, including articles or certificates of incorporation, organization, or other applicable formation documents, as recorded in the probate records of the applicable county and state of formation, **are not required unless:** (1) specifically requested by the City, or (2) an Entity I.D. Number is required and one has not been assigned or provided.

*Please date and sign this form in the space provided below and either write legibly or type your name under your signature. If you are signing on behalf of an entity please insert your title as well.*

Signature: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Type or legibly write name: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX H

## CITY OF HUNTSVILLE, ALABAMA

### DETAILED PROPOSER INFORMATION

Proposer must provide information to demonstrate its qualifications and experience in providing goods and services similar to those the City desires, and such information shall include the below. The City reserves the right to request and require additional information during its evaluation.

#### RFP SECTION 3.11 TAB 3 - QUALIFICATION AND EXPERIENCE OF PROPOSER

##### 1.0 Scope

- The City is soliciting proposals from qualified vendors to enter into a Master Agreement for A/V installation and support services.
- Proposer should thoroughly review all documents and note any exceptions to the City's terms and conditions in their proposal.
- The successful bidder shall perform covered services under the terms of this agreement.
- General locations of existing A/V equipment covered under this agreement are listed in Attachment 1
- Any new products purchased through this agreement will be included in the Covered Items List.

##### 1.1 Products and Services

The successful bidder shall perform and provide these products and/or services under the terms of this agreement and may assist the end user with deciding their individual needs for any work order. The following is a list of A/V Products and Services the technician will be expected to support as well as products and services that can be provided by the successful vendor:

- Products
  - Projectors and Displays
  - Cameras, Videos and DVRs
  - Audio Solutions
  - A/V Broadcast technologies
  - Interactive White Boards
  - Interactive Displays
  - Digital Signage
  - Software
  - Design services
  - Cables, connectors, convertors, etc. required for the above
- Services
  - Customer Support
  - Maintenance
  - Installation
  - Warranty
  - RMA

### **1.1.1 Hardware/Systems Not in Scope**

This RFP does not include:

- Building access, fire alarms, burglar alarms, building control, etc. These specialties are handled under separate contracts.
- Building security cameras and DVRs managed by the General Services Department.

### **1.2 Information Required**

**1.2.1 Statement of Proposer 's Qualifications:** All responses must include a statement of the Proposer's history, along with its qualifications and experience to provide the services identified in the RFP.

**1.2.2 Staff Qualifications:** The on-site technician will be dedicated to the City of Huntsville and only works on trouble calls, system updates, preventative maintenance, and other A/V system related tasks as assigned by the City. This technician will be trained in the A/V systems that the City uses and have industry standard knowledge/training.

**1.2.3 References:** Provide at least three (3) customer references for products and/or services of similar scope dating within the past three (3) years. Provide a range of references across government entity groups including K-12, higher education, city, county, or non-profit entities. All references should include the following information from the entity:

- Entity Name
- Contact Name and Title
- City and State
- Phone
- Years Serviced
- Description of Services

**1.2.4 Value Added Products and Services:** Include any additional products and/or services available in the response that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance or add value to this contract for the City.

**1.2.5 Response Times:** Proposal will include response times and as a minimum will include response/fix times for Emergency, Urgent, Normal and Routine requests, as well as proposed definitions/examples of each type of response.

**1.2.6 Workmanship and Technique:** Proposers must have any necessary certifications/licenses generally required of A/V designers/technicians/helpers. Verification of licensing and permits will be presented upon request.

### **1.3 Billing Rates and Structure:**

#### **1.3.1 - Assigned Technician**

**1.3.1.1 Rate:** The City anticipates the dedicated certified A/V technician will be provided to the City on a labor only basis at a fixed annual cost billed either monthly or quarterly. Overtime or after-hours hourly rates may be included in the proposal, but the City does not anticipate allowing more than 40 hours per week.

**1.3.1.2 Duty Hours:** The technician will be available Monday-friday, 8:00AM - 5:00 with one hour for lunch. Working outside of normal work hours is not authorized without prior approval from the ITS department. In rare instances, daily hours may vary if required to support a City function after hours.

**1.3.1.3 Time Off:** The assigned technician will not be required on site for any regularly scheduled City holidays or closures. If projected leave time including sick, vacation or other, will be more than five (5) consecutive days, the successful bidder

will be required to provide an on-call replacement technician for any emergent or work outage issues. If projected leave time including sick, vacation or other, will be more than ten (10) consecutive days, the successful bidder will be required to provide an on-site replacement technician.

**1.3.1.4 Tools and Transportation:** The City will not reimburse for travel. Proposals should include technician, daily work vehicle to transport equipment, hand tools, power tools, specialty tools, test equipment, laptops, etc.

**1.3.1.5 Outside Support:** Technician is expected to receive support from the rest of the vendor's staff including everything from additional technicians to help with removing displays from the wall or programmers to provide code patches for system bug fixes. Technician will have full access to the vendor's staff for additional support at no additional cost to the City.

Technician will have typical company support accounts and full access to manufacturer support to resolve issues. This also grants access for warranty claims. Technician will have full access to vendor's system fix logs, asset files, firmware, custom code, support manuals, and other supporting documentation.

**1.3.1.6 City Support:** The City will provide, maintain, and keep active Technician's employee computer account and login for the city network and provide a parking space during work hours at a location determined by the City's Director of Parking and Public Transit. The City will also provide a computer workstation and phone. The City ITS Department work order system will be utilized by the technician.

**1.3.1.7 Vehicle Insurance:** Vendor shall be responsible for maintaining automobile liability insurance on any vehicle owned or leased by the company and used while performing services for the City with minimum limits of \$100,000 for personal injury; \$100,000 property damage; and \$300,000 per occurrence.

**1.3.1.8 City Policy and Non-Disclosure Agreement (NDA):** Confidential information may be made available to the technician in connection with work pursuant to this agreement. The technician will be required to successfully complete a fingerprint and background check and sign an NDA. The technician will comply with applicable City security policies.

### **1.3.2 - Other Skillsets**

Proposers are encouraged to include a list of other available skillsets offered. A categorized listing of other labor categories available to the City on an as-needed basis including functional responsibilities and hourly rates should be included with the response in the Proposal Pricing Form envelope.

All City departments may engage these other services, but it is the awarded vendor's responsibility to ensure that a City purchase order has been issued prior to commencing work.

### **1.3.3 - Materials**

- This contract will only apply to total project estimates < \$100,000.00
- The City will accept a flat 10% markup on goods, materials, and equipment purchased to perform services/repairs. Proposals will be submitted with detailed item description, quantity, list/manufacture price, percentage mark-up, and final cost. Proposer must also submit receipts/verification of material cost for review.
- If the awarded vendor is on any GSA contracts, they must abide by GSA contract requirements when selling products to the City.
- The proposer must have all the necessary tools of the trade required and any equipment rental that will be charged to the City must be approved by the City before work begins.
- Any electrical or IT network modifications required will normally be handled through City contracts already in place for these specialties.
- Price lists must contain the following:
  - Product name and part number (include both manufacturer part number and proposer part number if different from manufacturers).
  - Description
  - Proposer's cost, including discounts. Discounts will be given to the City.

- The City reserves the right to procure project materials through our normal procurement processes but does expect the vendor to provide a list of materials needed including manufacturer and model.
- Proposer certifies that it will not utilize equipment or parts from the specified entities (including their subsidiaries or affiliates) in Section 889 of the FY19 National Defense Authorization Act (NDAA, JOHN S. MCCAIN NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2019) (Public Law 115-232) and Federal Acquisition Regulation (FAR) case 2018-026, the United States Treasury's Specially Designated Nationals and Blocked Persons List, and the US Department of Commerce's EntityList. Additionally, the Proposer certifies that all equipment used will maintain Trade Agreement Act (TAA) compliance.

#### **1.3.4 - Proposed Projects**

For this agreement, the City defines a project as any activity that will require added labor or skillset costs not covered under the annual cost of this agreement.

- Proposals for projects will be submitted as "not to exceed pricing".
- The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation without City permission.
- The City reserves the right to provide any needed skillsets or labor for projects if the awarded vendor approves of the labor provided.
- All City, departments within City Hall may engage these other services, but it is the awarded vendor's responsibility to ensure that a City purchase order has been issued before beginning work.

## APPENDIX I MAILING LABELS

The below mailing labels are provided to assist you in submitting your Proposal and to ensure proper identification of Proposal documents. Please cut out the label you desire for either the City's mailing or physical address, fill in the blanks, and affix them to your envelope.

**Proposal Opening Day Submittals:** Bidders submitting bids on the scheduled bid opening date who arrive at City Hall – 305 Fountain Circle, Huntsville, Alabama 35801 at 1:45:00PM or after shall report directly to the Council Chambers and hand-deliver (submit) their bid proposal to Procurement Services.

### MAILING ADDRESS:

<p>FROM:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>IFB/RFP# _____</p> <p>FOR _____</p> <p>OPENING DATE _____</p> <p><b>2:00:00 PM local time</b></p> <p>GC LICENSE # _____</p> <p>(If applicable)</p>	<p><b>TO:</b></p> <p><b>THE CITY OF HUNTSVILLE</b></p> <p><b>HUNTSVILLE CITY HALL</b></p> <p><b>PROCUREMENT SERVICES – 3RD FLOOR</b></p> <p><b>P. O. BOX 308</b></p> <p><b>HUNTSVILLE, AL 35804</b></p>
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### PHYSICAL ADDRESS:

<p>FROM:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>IFB/RFP# _____</p> <p>FOR _____</p> <p>OPENING DATE _____</p> <p><b>2:00:00 PM local time</b></p> <p>GC LICENSE # _____</p> <p>(If applicable)</p>	<p><b>TO:</b></p> <p><b>THE CITY OF HUNTSVILLE</b></p> <p><b>HUNTSVILLE CITY HALL</b></p> <p><b>PROCUREMENT SERVICES – 3RD FLOOR</b></p> <p><b>305 FOUNTAIN CIRCLE</b></p> <p><b>HUNTSVILLE, AL 35801</b></p>
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# ATTACHMENT A

## GENERAL INFORMATION AND TERMS AND CONDITIONS

### SECTION 1. INTRODUCTION

The City hereby gives notice it is requesting sealed proposals for the goods and/or services described in Appendix A of this RFP. The City intends to award a contract to the successful Proposer(s) who the City determines best meets the City's objectives as described herein.

The major objectives of this RFP are as follows:

- Describe the goods and/or services desired by the City.
- Describe the Proposal and City contract terms and conditions.
- Provide Proposers with instructions for responding to this RFP.

#### 1.1 DEFINITIONS

In addition to other terms that may be defined herein, certain terms and abbreviations are defined as follows:

“City”	City of Huntsville, Alabama
“Contract”	The agreement between the City and the Proposer chosen by the City pursuant to this RFP, which shall include this RFP and the Proposal.
“Contractor”	The party with whom the City will execute the Contract.
“Proposal”	The response to this RFP submitted by a Proposer.
“Proposer”	A person or entity submitting a response to this RFP.
“RFP”	This Request for Proposal, all addenda, and appendices.
“RFP E-Documents”	The documents referenced by this name on the cover of this RFP.

#### 1.2 CONTACT INFORMATION

All questions regarding this RFP must be directed in writing to the contact provided on the cover of this RFP.

#### 1.3 SCHEDULE

The sequence of events related to this RFP are as follows:

- A. Pre-Proposal Conference: A Pre-Proposal Teleconference or Conference, as the City deems necessary, will be held at the date and time specified on the cover of this RFP, at which time City representatives will discuss the requirements of the RFP and answer any questions regarding the RFP. The City will issue a notification by addenda of the Teleconference call-in number and password on the day of the conference. Any Conferences will be held in the City Council Chambers located on the second floor of Huntsville City Hall, 305 Fountain Circle, Huntsville, Alabama.
- B. Deadline for Questions: All questions must be received in writing not later than the deadline for questions date and time noted on the cover of this RFP.
- C. RFP Closing Date: Proposals are due no later than 2:00:00 PM City time on the proposal closing date noted on the cover of this RFP. Proposers submitting bids on the scheduled proposal opening date who arrive at City Hall – 305 Fountain Circle, Huntsville, Alabama 35801 at 1:45:00PM or after shall report directly to the Council Chambers and hand-deliver (submit) their proposal to Procurement Services.
- D. Proposer Teleconference/Presentation/Demonstration: To possibly be held as described herein on the date and time noted on the cover of this RFP.
- E. Proposal Selection: Within ninety (90) days of proposal closing date, unless extended by the City.
- F. Proposal Negotiation: To be announced.

- G. Contract Award: Successful Proposer(s) will be notified of the date the award will be submitted to the City Council for approval. The City will notify Proposer(s) about the need to execute contract documents and provide other required documents as required.
- H. Award Notification: City will provide final notification of award and/or notification to proceed when all City requirements have been met.

## **SECTION 2. GENERAL TERMS & CONDITIONS**

It is the intent of the City, through this RFP to establish to the greatest extent possible complete clarity regarding the obligations of all parties to be incorporated in the Contract. Before submitting a proposal, Proposer should become familiar with all requirements of this RFP and the conditions and requirements under which the Contract obligations must be fulfilled.

### **2.1 INTERPRETATIONS**

The City will not be responsible for the Proposer's misunderstanding of the scope of work or any terms and conditions of the Contract. The City will not be responsible for oral interpretations of this RFP. Proposer's questions and/or comments concerning lack of clarity, defects and questionable or objectionable material in the RFP must be submitted in writing to and received by the contact provided on the cover of this RFP not later than the deadline for questions date noted on the cover of this RFP. Questions shall specify the Section(s), paragraph(s), and page number(s) to which the question refers.

### **2.2 ADDENDA**

The City may issue addenda to this RFP to provide additional information or clarifications. The City of Huntsville will not be responsible for a Proposer's failure to acquire any addenda issued. The City will issue notifications of addenda issued via the City's Internet Site, and Proposer's who have downloaded this RFP will be notified of any addenda by email. It is the Proposer's responsibility, however, to periodically check the City's Internet Site for addenda issued. All Proposers will be responsible for downloading any addenda at <https://www.bidnetdirect.com/alabama/cityofhuntsville>.

Proposer shall acknowledge receipt of all addenda in the space provided on the Proposal Pricing Form (Appendix G). Failure to acknowledge receipt of addenda shall not relieve Proposer of full responsibility for all requirements contained in addenda.

### **2.3 PRE-PROPOSAL CONFERENCES & QUESTIONS**

A Pre-Proposal Conference may be scheduled to review and answer any pertinent questions concerning the proposal and the specifications. Any questions or requests for clarification must be addressed at a Pre-Proposal Conference, if scheduled, or submitted in writing not later than the deadline for questions noted on the cover of this RFP.

### **2.4 PRICE REDUCTIONS**

If at any time after the date of the contract award, the Proposer makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to this contract for the duration of the contract period or until the price is further reduced. Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, an occasional sale at a lower price or sale of distressed merchandise would not be considered a general price reduction.

### **2.5 BID BOND**

An original Bid Bond is required as specified in Attachment B unless it is waived on the cover of this RFP. Any proposal submitted without an original Bid Bond, when required, will not be considered. Such Bid Bond shall be an original document in the form of a firm commitment, such as Bid Bond, postal money order, certified check, cashier's check, or irrevocable letter of credit. A company check is not an acceptable Bid Bond. Bid Bonds shall be retained by the City until such time as a contract is executed; a purchase order is issued, or in some cases, materials and/or equipment is received, if a Performance Bond is not required.

### **2.6 LOCAL PREFERENCE**

In accordance with Alabama State Law, the City may choose to utilize a local preference for items of personal property only. In the event a Proposal is received for an item of personal property from a Proposer deemed to be a responsible Proposer, having a place of business within the Huntsville City limits and the Proposer's price is no more than three percent (3%) greater than the price of the lowest responsible Proposer located outside the City limits, the City may award the Contract to

the local responsible proposer. The local preference is not applicable if the procurement in question is funded with a federal grant.

## **2.7 PROPOSAL AWARDS**

The City reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps decreed necessary and in the best interest of the City. The City reserves the right to make an award in whole or part to one or more proposers whenever deemed necessary and in the best interest of the City. The award will be made to the responsive and responsible proposer providing the best value to the City, based on the City's sole discretion in making this determination. This determination may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable. In the event only one proposer responds to a request for proposal, the City may reject the proposal and negotiate the purchase or contract, providing the negotiated price is lower than the proposal price.

Written notification of award will be mailed by the successful proposer upon approval of the Huntsville City Council. All other proposers will also be notified by mail and Bid Bonds, if applicable, will be returned at that time. Orders will be placed by issuance of a purchase order against the contract which serves as the contractor's authorization. Delivery instructions will be noted on the purchase order as well as billing instructions.

## **2.8 INVOICING THE CITY**

Invoices submitted pursuant to this RFP must include:

- a. Name and remittance address of Proposer.
- b. Invoice date.
- c. Invoice number.
- d. RFP number.
- e. City purchase order number.
- f. Contact information of the person to be notified in event of a discrepancy in the invoice.

## **2.9 PAYMENT TERMS**

The City will render payment to the successful Proposer(s) by check on a Net 30-day basis after receipt of an invoice that has been submitted as required in this RFP, unless the City authorizes alternative terms in the Contract.

## **2.10 NON-APPROPRIATION**

As required by State of Alabama law, the City assumes no legal liability to purchase items or services under any contract until funds are appropriated for that particular fiscal year.

## **2.11 SPECIFICATIONS**

The specifications are provided to potential proposers as guidelines that describe the type and quality of commodity or service the City is seeking to procure. The proposer must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the proposal.

The name of a certain brand, make, manufacturer, or definite specification is to denote the quality standard of the article desired but does not restrict the proposer to the specified brand, make, manufacturer, or specification names. It is set forth to convey the general style, type, character, and quality of the article desired by the City. Proposer shall incur all cost involved in obtaining an Independent Laboratory Test if the City deems it necessary.

It will be assumed that all proposals are based upon the specifications unless the proposer stipulates to the contrary in the Proposal, in which case, the Proposer shall point out in detail any and all deviations from the specifications. Proposers having items that do not meet the specifications may offer the same on an optional basis. Minor exceptions from the specifications may be considered if they do not alter the performance for the intended purpose. The City reserves the right to request a demonstration of any and all items proposed before making the award.

All items proposed will be inspected by a representative of the City upon delivery to ascertain compliance with the specifications. Items not in compliance with the specifications will be rejected until proper remedial measures are taken to ensure compliance.

## **2.12 NEW EQUIPMENT**

All manufactured commodities shall be new, latest model unless otherwise stipulated. The proposer shall guarantee that commodities submitted for their proposal shall be new, and of the latest and most improved model of the current production and shall be of first quality as to workmanship and materials used in said units. All modifications shall be made at the factory. Equipment shall not have been operated for any purpose other than routine operational testing. Demonstrators will not be accepted unless specifically requested.

## **2.13 WARRANTY**

The Proposer shall assume full responsibility for warranty of all components of the equipment. A statement shall be attached with the Proposal setting out the conditions of the warranty. The manufacturer's standard warranty shall be furnished.

## **2.14 CONTRACT TERM**

In accordance with the Alabama Competitive Bid Law, as amended, the City may enter into multi-year leases, purchase, and lease-purchase contracts for the acquisition of goods, supplies, materials and all other types of personal property, real property and services for a period not to exceed three years with the following provisions:

- a. Contracts shall terminate without further obligation on the part of the City except as set forth in the contract as permitted by this Act at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed as provided in this section;
- b. Contracts may provide for automatic renewal unless positive action is taken by the City to terminate such contract, and the nature of such action shall be determined by the City and specified in the contract.

## **2.15 CONTRACT ASSIGNMENT AND SUBLETTING**

The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of his or her contractual duties to any other person, firm or corporation without the previous written consent of the city. If the contractor desires to assign his or her right to payment of the contract, the contractor shall notify the city immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the contractor of his or her obligations or change the terms of the contract.

## **2.16 INSURANCE REQUIREMENTS**

Contractor must maintain insurance as described in Attachment B, which shall be incorporated into the Contract, for which proof of insurance shall be required.

## **2.17 HOLD HARMLESS**

The successful proposer agrees to defend, indemnify, and hold the City harmless from any and all causes of action or claims of damages arising out of or related to proposer's performance.

## **2.18 ORDER OF PRECEDENCE**

Any expressed terms or conditions made in this RFP shall supersede any provisions outlined herein the General Terms & Conditions.

## **2.19 ALABAMA IMMIGRATION LAW**

Proposer must agree to comply with Alabama Immigration Law - see Appendix F, Section 3.3; and complete Appendix G.

## **2.20 EQUAL OPPORTUNITY**

The City has an Equal Opportunity Purchasing Policy and encourages utilization of minority and women-owned business enterprises in its procurement activities. The City provides equal opportunities for all businesses and does not discriminate against any Proposer regardless of race, color, creed, sex, national origin, or disability in consideration for an award.

## **2.21 ADA**

The vendor/Proposer/contractor agrees to comply fully with the Americans with Disabilities Act and will indemnify and hold harmless the City from all costs, including but not limited to damages as well as attorney's fees and staff time, in any action or proceeding brought alleging a violation of the American with Disabilities Act.

## **2.22 RIGHT TO INSPECT**

At reasonable times, the City may inspect those areas of the Proposer's place of business that are related to the performance of a

contract. If the City makes such an inspection, the Proposer must provide reasonable assistance. The City reserves the right on demand and without notice to inspect all of the Proposer's files associated with a subsequent contract where payments are based on Proposer's record of time, salaries, materials, or actual expenses. This same clause will apply to any subcontractors assigned to the contract; and, subcontractors, at any tier, may be required to provide access to records as provided in 49 U.S.C. § 5325(g), if required by federal regulations that may pertain the Contract.

## **2.23 ETHICS, COMPLIANCE AND OTHER MATTERS**

For purposes of this Section, Proposer includes Proposer's parent company(ies), subsidiary(ies), and affiliate(s). In Appendix F, Section 3.4, Proposer must acknowledge;

- 1) Proposer is fully qualified to provide the requested goods and services to the City.
- 2) Proposer is properly established, licensed, and authorized to do business in the State of Alabama and the City, or will be prior to commencement of performance under the Contract. Proposer shall provide evidence of such licenses to the City upon request.
- 3) This Proposal is true, accurate and complete.
- 4) This Proposal is genuine and is not made in the interest of, or in the behalf of, any undisclosed person, firm, or corporation.
- 5) Proposer has not directly or indirectly induced or solicited any other Proposer to this RFP to submit a false or sham Proposal.
- 6) Proposer has not sought by collusion to obtain for themselves any advantage over any other Proposer to this RFP or over the City.
- 7) Except as disclosed in Proposal, Proposer:
  - i) Has not, in the past three (3) years made contributions to elected City officials or candidates for City offices;
  - ii) Is not subject to pending, contemplated or ongoing administrative or judicial proceedings material to Proposer's business, finances or products including, but not limited to, any litigation, consent orders, debarment, or contracts with any local, state or federal regulatory agency issued to Proposer;
  - iii) Has not had an agreement canceled or terminated due, in whole or in part, to the fault of Proposer, or a default or breach of contract on the part of the Proposer (the details of which shall be disclosed in Proposal);
  - iv) Has not had a bond or surety canceled or forfeited (the details of which shall be disclosed in Proposal); and,
  - v) Has not been adjudged bankrupt (Chapter 7) or petitioned the court for relief under the Bankruptcy Code or Act for either business reorganization (Chapter 11) or the Wage Earner's Plan (Chapter 13) (the details of which shall be disclosed in Proposal).
- 8) Neither the Proposer nor any individuals who will fulfill Contract requirements has a possible conflict of interest with the City, except as disclosed in writing in the Proposal; that the City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculations to the objectivity of the goods and services to be provided by Proposer; and that the City's determination regarding any questions of conflict of interest shall be final.
- 9) Proposer is not indebted to the City and will not at any time during the term of the Contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City at law or in equity, Proposer acknowledges that upon any breach or failure to conform to such certification, the City shall have the right to, and may, at the option of the City, withhold payments otherwise due to Proposer, and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame as specified by the City in writing, this will offset any such indebtedness against said payments and/or terminate the Contract for default (in which case Proposer shall be liable for all excess costs and other damages including reasonable attorney's fees resulting from the termination).
- 10) Code of Ala. 1975 §36-25-11 requires that contracts entered into with a public official, a public employee, a member of the household of the public official or public employee, or a business with which a public official or public employee associates be filed with the Alabama Ethic Commission. If you are awarded the contract, and if you are a City employee, or if a member of your household is a City employee or public official, or if your business associates with a City employee or public official, you must comply with the provisions of Code of Ala. 1975 §36-25-11.

## **2.24 GOVERNING LAW**

All contracts entered into as a result of this solicitation shall be governed by and construed in accordance with the substantive laws of the State of Alabama. Federal grants are subject to Federal laws. Federal laws, regulations, and directives may change, and the most recent changes will apply, unless otherwise determined in writing by the Federal Agency. All contractual provisions required by the Department of Transportation, as set forth in FTA Circular 4220.1F, are incorporated by reference, if applicable.

## **2.25 TERMINATION**

The City reserves the right to terminate, without cause, any award made as a result of RFP by providing a thirty (30) day letter of cancellation notification to the successful Proposer. If the funding source is a Federal grant, the Federal Government reserves the right to terminate, without cause, any award made as result of this Proposal.

## **SECTION 3. PROPOSAL INSTRUCTIONS**

Proposers are required to submit the required information in accordance with the instructions in this section. A response that deviates from these instructions may be considered non-responsive and may be rejected at the discretion of the City.

The City intends that this RFP is accurate and complete but recognizes that there may be some details or work requirements not expressly described herein. Therefore, Proposer is required to (1) include in its Proposal all labor, supervision, materials, equipment, and tools of the trade required to meet the City's objectives, and (2) make inquiries of the City during the RFP process about the specific requirements of the City, for which the City may issue clarifications in the form of addenda to this RFP, as described herein.

### **3.1 SUBMISSION OF PROPOSALS**

Complete, sealed proposals must be clearly marked with the RFP# and received by Procurement Services no later than 2:00:00 PM City time on the proposal closing date specified on the cover of this RFP. For the purposes of receiving Proposals, the clock located in the City Council Chambers at 305 Fountain Circle, Huntsville, Alabama 35801, regulated by the National Institute for Standards and Technology (NIST), and shall be the official record of time. The number of copies specified on the RFP cover must be delivered to:

City of Huntsville  
Procurement Services  
P. O. Box 308 (35804)  
305 Fountain Circle (35801)  
Huntsville, Alabama

**Proposal Opening Day Submittals:** Proposers submitting bids on the scheduled proposal opening date who arrive at City Hall – 305 Fountain Circle, Huntsville, Alabama 35801 at 1:45:00PM or after shall report directly to the Council Chambers and hand-deliver (submit) their proposal to Procurement Services.

For Proposer's convenience, a mailing label is provided in Appendix I.

### **3.2 PROPOSAL PREPARATION EXPENSES**

Proposers are responsible for all expenses incurred in the development and submission of their proposals and in participating in any negotiations related to this RFP. The City assumes no obligation for any expenses incurred by the Proposer as a result of the issuance of this RFP, the preparation or submission of a proposal, the evaluation of a proposal, or the selection of the successful Proposer(s).

### **3.3 LATE PROPOSALS**

The City will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal response to the City's Procurement Services office by the 2:00:00 PM City time on the proposal closing date specified on the cover of this RFP. Any proposal received after this date and time will not be considered.

### **3.4 PROPOSAL OPENINGS**

All Proposal Openings are open to the public and will be held in the City Council Chambers located on the second floor of Huntsville City Hall, 305 Fountain Circle, Huntsville, Alabama. The City will notify Proposers of the date and time for such.

### **3.5 RESPONSIVE PROPOSALS**

Each Proposal must be submitted in accordance with the requirements of this RFP. A Proposal that is not completed or submitted as required by the RFP will be rejected as "non-responsive." Proposals may be disqualified and rejected for any of (but not limited to) the following causes:

- a. Failure to use the proposal forms furnished by the City.
- b. Lack of signature by an authorized representative on the proposal form.
- c. Failure to properly complete the proposal form and Proposer compliance.
- d. Evidence of collusion among proposers.
- e. Unauthorized alteration of the proposal form.
- f. Failure to submit a Bid Bond, if required.
- g. For public improvement projects only, failure to note the General Contractor's license number or a note that the bid amount is less than \$100,000.

### **3.6 RESPONSIBLE PROPOSERS**

The City shall take reasonable measures to determine Proposer capability, business integrity, financial resources, and reliability in all respects to perform fully the contract requirements and insure good faith performance prior to contract award and during the term of the contract. If, during the RFP process, a Proposer does not demonstrate its ability to comply with the City's requirements, to the City's satisfaction and at the City's sole determination, based on all information available to the City, the City may determine the Proposer to be "non-responsible" and may reject the Proposal.

### **3.7 RIGHT TO REJECT PROPOSALS**

The City reserves the right to reject any part of any Proposal or to solicit new proposals for the same goods and services that may be the subject of this RFP, as the City may deem necessary and in its best interest. Proposers must comply with all the terms of the RFP and all applicable local, state and federal laws, codes and regulations.

Minor informalities, that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other proposals; that do not change the meaning or scope of the RFP; that are trivial, negligible, or immaterial in nature; that do not reflect a material change in the work; or, that do not constitute a substantial reservation against a requirement or provision, may be waived at the discretion of the City.

### **3.8 PUBLIC RECORDS NOTICE AND CITY RIGHTS TO INFORMATION**

The City is governed by the public records laws of the State of Alabama. All Proposals and information received by or that is available to the City pursuant to this RFP, except copyright material, shall become the property of the City. All such information, as it becomes the property of the City, becomes a public record and is subject to disclosure pursuant to applicable open records laws that provide for reasonable inspection by the public. All proposal information, including detailed pricing information and proprietary technical information, will be held in confidence by the City's Procurement Services Division until a recommendation for contract award has been made to the City Council, after which proposal information will be subject to disclosure as a public record.

At the specific written request of Proposer, the City will make reasonable efforts to protect from public disclosure any information that Proposer (1) segregates from other information and (2) is clearly labeled as "proprietary," "trade secret," "confidential," or "restricted," provided that Proposer also furnishes a brief statement that describes the reasons for the requested nondisclosure.

If proprietary, confidential, trade secret or otherwise restricted information is submitted to the City by Proposer as a result of this RFP or any resulting contract, then Proposer shall hold harmless and indemnify the City, its elected and appointed officials, employees, agents, and representatives against all claims, damages, losses, expenses, and costs, including, but not limited to, any costs related to legal defense, attorney's fees, court costs, damages, or judgments arising from or resulting from any disclosure request or disclosure by the City of such information.

### **3.9 DELIVERY/COMPLETION SCHEDULE**

The delivery or completion schedule must be provided as noted in this RFP. If all items cannot be delivered on the same schedule, please note variances. (See Appendix G: Proposal Pricing Form)

### **3.10 GENERAL PROPOSAL REQUIREMENTS**

Proposals must be prepared in English and be presented on 8 ½ x 11 paper, pages sequentially numbered within each tabbed section described in section 3.2, and single spaced with an easily legible font size. Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Expensive bindings, color display, promotional material, etc., are not necessary. **EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.** All parts, pages, figures, and tables shall be numbered and labeled clearly. Proposal shall be typewritten or in ink; those prepared in pencil will not be

accepted. All corrections shall be initialed and dated by the person authorized to sign the Proposal. All signatures on all submitted documents must be signed by officials of the corporation or company duly authorized to bind Proposer.

### **3.11 PROPOSAL FORMAT**

Proposals must be submitted with tabbed indexes separating the sections, organized in the following order:

Tab 1: Transmittal letter.

Tab 2: Proposer Information. Proposer must complete and submit Appendix F and Appendix G.

Tab 3: Qualification and Experience of Proposer. See Appendix H.

Tab 4: Scope of Work. See Appendix H.

If required by Appendix D, Proposer must submit forms documenting its compliance with the City's required/ desired performance specifications.

Tab 5: Proposer shall acknowledge receipt of all addenda in the space provided on the Proposal Pricing Form (Appendix E) and submitting in this section (see Section 2.2).

Tab 6: Additional Documentation. If applicable, Proposer shall include screen shots and sample reports from computer software applications that may be part of the proposed goods. This is intended to illustrate how a particular requirement might be met by Proposer, NOT a complete submission of all screens/reports/features.

### **3.12 PRICE PROPOSAL**

Proposer's price for the goods and services purchased by the City pursuant to this RFP shall be specified in the Proposal Pricing Form, Appendix E. All tools of the trade required to meet the Contract requirements must be included in the Proposal price.

<p>The Proposal Pricing Form must be submitted with the original Proposal, in a SEPARATE SEALED ENVELOPE clearly marked "PROPOSAL PRICING FORM". The additional copies of the Proposal requested in Section 3.2 must NOT include any copies of the Proposal Pricing Form. The City will evaluate the other components of the Proposal before opening or revealing the Proposal Pricing Form.</p>
--

Prices quoted shall be in U.S. Dollars, delivered prices, F.O.B. destination, exclusive of all federal or state excise, sales, and manufacturer's taxes.

The City will not accept charges for transportation, handling, packaging, installation, or out-of-pocket expense other than as specified in the Proposal.

Prices quoted to the City shall remain firm for a minimum of 90 days from the date of opening of the proposal, unless so stated differently in the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. The City will be protected against any increase above the price in the proposal. Any proposal containing an "Escalator Clause" will not be considered unless so stipulated in this RFP. Discounts will be considered in determining the lowest price, however, any payment term based on less than 30 days may not be considered. Discounts will be figured from the date of acceptance by the City regardless of date of delivery or invoice.

### **3.13 PROPOSAL SUBMISSION CHECKLIST**

Proposers are encouraged to review Appendix C, which provides a checklist of things to consider before a Proposal is submitted to the City. The checklist is for general guidance only and not intended to provide an all-inclusive list of response requirements, which Proposers must determine from this RFP.

**ATTACHMENT B**  
**CITY OF HUNTSVILLE, ALABAMA**  
**BONDS & INSURANCE REQUIREMENTS**

**1. BID BOND**

An original Bid Bond is required in the amount of five (5) percent of the total price specified in the Proposal Pricing Form (Appendix G) unless another amount is specified or waived on the cover of this RFP. Any bid submitted without an original Bid Bond will not be considered. A company check is not an acceptable bid bond.

**2. PERFORMANCE & PAYMENT BOND**

A Performance Bond must remain in effect for the entire term of the Contract in the amount of 100% of the annual contract amount. A Payment Bond shall be included with the Performance Bond, or separately provided.

**3. INSURANCE REQUIREMENTS**

The Contractor shall carry insurance of the following kinds and amounts (exceptions are noted) in addition to any other forms of insurance or bonds required under the terms of the bid specifications. The Contractor shall procure and maintain for the duration of the Contract or as later indicated, insurance against claims for injuries to persons or damages to property which may arise from or in connection with this agreement by the Contractor, his agents, representatives, employees or subcontractors.

**A. MINIMUM SCOPE OF INSURANCE:**

1. General Liability:

Insurance will be written on an occurrence basis. Claims-made coverage will be accepted only on an exception basis after Risk Management approval.

Commercial General Liability

Products and Completed Operations  
Contractual  
Personal Injury  
Explosion, Collapse and Underground  
Broad Form Property Damage

2. Automobile Liability:

Business Automobile Liability providing coverage for all owned, hired and non-owned autos. Coverage for loading and unloading shall be provided under either automobile liability or general liability policy forms.

3. Workers' Compensation Insurance:

Statutory protection against bodily injury, sickness or disease or death sustained by an employee in the scope of employment. Protection shall be provided by a commercial insurance company or a recognized self-insurance fund authorized before the State of Alabama Industrial Board of Relations. Subrogation shall be waived as respects Workers' Compensation.

4. Employers Liability Insurance:

Covering common law claims of injured employees made in lieu of or in addition to a worker's compensation claim.

# **CITY OF HUNTSVILLE, ALABAMA BONDS & INSURANCE REQUIREMENTS**

## **B. LIMITS OF INSURANCE:**

1. General Liability:

Commercial General Liability on an "occurrence form" for bodily injury and property damage:

\$2,000,000 General Aggregate Limit  
\$1,000,000 Products - Completed Operations Aggregate  
\$1,000,000 Personal & Advertising Injury  
\$1,000,000 Each Occurrence

2. Automobile Liability:

\$1,000,000 Combined Single Limit per accident for bodily injury and property damage.

3. Workers' Compensation:

As Required by the State of Alabama Statute. If statutory exemption to this coverage is asserted, an explanation shall be attached to the bidder's Certificate of Liability Insurance.

4. Employers Liability:

\$500,000 Bodily Injury by Accident  
\$500,000 Bodily Injury by Disease  
\$500,000 Policy Limit by Disease

## **C. OTHER INSURANCE PROVISIONS:**

The City is hereby authorized to adjust the requirements set forth in this document in the event it is determined that such adjustment is in the City's best interest. If the insurance requirements are not adjusted by the City prior to the City's release of RFP specifications, then the limits stated herein shall apply.

1. General Liability and Automobile Liability Coverages Only:

a. The Contractor's insurance coverage shall be primary insurance as respects the City, its officers, employees, agents, and specified volunteers, as their interests may appear. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or specified volunteers shall be excess of the Contractor's insurance and shall not contribute to it.

b. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages:

a. Contractors are responsible to pay all deductibles. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Cancellation of coverage for non-payment of premium will require ten (10) days' written notice to the City.

b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, employees, agents or specified volunteers.

## **CITY OF HUNTSVILLE, ALABAMA BONDS & INSURANCE REQUIREMENTS**

**D. ACCEPTABILITY OF INSURERS:**

Insurance is to be placed with insurers with an A. M. Best's rating of no less than B+ V.

**E. VERIFICATION OF COVERAGE:**

The City shall be indicated as a Certificate Holder and the Contractor shall furnish the City with Certificates of Insurance reflecting the coverage required by this document. The A. M. Best Rating and deductibles, if applicable, shall be indicated on the Certificate of Insurance for each insurance policy. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City before Award Notification is issued by the City. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

**F. SUBCONTRACTORS WORKING FOR THE CONTRACTOR:**

The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and/or endorsements for each subcontractor. Subcontractors working for the Contractor shall be required to carry insurance.

**G. HOLD HARMLESS AGREEMENT:**

The Contractor, to the fullest extent permitted by law, shall indemnify and hold harmless the City of Huntsville, its elected and appointed officials, employees, agents and specified volunteers against all claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from the performance of this contract, provided that any such claim, damage, loss or expense (1) is attributable to personal injury, including bodily injury sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (2) is caused by any negligent act or omission of the Contractor, or any of their subcontractors, sub-consultants, or anyone directly or indirectly employed by any of them or anyone for whose acts they are legally liable. Such obligation should not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

**APPENDIX C**  
**CITY OF HUNTSVILLE, ALABAMA**  
**SPECIAL TERMS & CONDITIONS**

N/A



# City of Huntsville AV Support Phase 2

Request # - 21-2026-17

Bid Opening Date - January 15th 2026 @ 2:00 PM

## Verta Technologies

6767 Old Madison Pike NW, Suite 720

Huntsville, AL 35806

Small Business

DUNS: 117072141

UEI: YZBSTWBJLTK3

CAGE Code: 8FLN3

City of Huntsville License: 318438

GC AL: 55388

AL State License: 2003788

E-Verify Company ID: 1386818

GSA MAS Contract 47QSMA21D08PW

NAICS: 334310

### **Point of Contact**

Contact: Christian Tuttle

Website: [Verta.tech](http://Verta.tech)

Telephone: 256-973-0393

Email: [christian.tuttle@verta.tech](mailto:christian.tuttle@verta.tech)

**APPENDIX F  
CITY OF HUNTSVILLE, ALABAMA  
PROPOSER INFORMATION & ACKNOWLEDGEMENTS**

**3.1 PROPOSER INFORMATION**

Business Organization

Name of Proposer (exactly as it would appear on an agreement):

Verta, LLC.

Doing-Business-As Name of Proposer:

Verta Technologies

Principal Office Address:

6767 Old Madison Pike, NW

Suite 720

Huntsville, Al. 35806

Telephone Number:

256-973-0393

Fax Number:

Form of Business Entity [check one ("X")]

Corporation \_\_\_\_\_

Partnership   X  

Individual \_\_\_\_\_

Joint Venture \_\_\_\_\_

Other (describe): \_\_\_\_\_

Corporation Statement

If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

Location of incorporation: \_\_\_\_\_

The corporation is held:

Publicly \_\_\_ Privately \_\_\_

Names and titles of corporate officers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Partnership Statement

If a partnership, answer the following:

Date of organization: 1/1/2018  
Location of organization: Huntsville, Al  
The partnership is: General  Limited

Name, address, and ownership share of each general partner owning more than five percent (5%) of the partnership:

Christian Tuttle, 33%  
Eric Grisham, 33%  
Chris Eng, 33%

Joint Venture Statement

If a Joint Venture, answer the following:

Date of organization: \_\_\_\_\_  
Location of organization: \_\_\_\_\_  
JV Agreement recorded? Yes  No

Name, address of each Joint Venturer and percent of ownership of each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.2 CITY OF HUNTSVILLE EMPLOYEE, MEMBER OF HOUSEHOLD OR BUSINESS ASSOCIATE**

Code of Ala. 1975§36-25-11 requires that contracts entered into with a public official, a public employee, a member of the household of the public official or public employee, or a business with which a public official or public employee associates be filed with the Alabama Ethic Commission. If you are awarded the contract, and if you are a City employee, or if a member of your household is a City employee or public official, or if your business associates with a City employee or public official, you must comply with the provisions of Code al Ala. 1975§36-25-11.

City Employee Yes \_\_\_\_\_ No X  
If "Yes," Department \_\_\_\_\_

Member of Household City Employee Yes \_\_\_\_\_ No X  
If "Yes," Name (s) \_\_\_\_\_

Anyone associated with your company a City Employee Yes \_\_\_\_\_ No X  
If "Yes," Name (s) \_\_\_\_\_

**3.3 CONTRACTOR E-VERIFY – NOTICE**

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Code of Alabama (1975) § 31-13-1 through 31-13-30 (also known as and hereinafter referred to as “ the Alabama Immigration Act”) as amended by Act No. 2012-491 on May 16, 2012 is applicable to all competitively bid contracts with the City of Huntsville. As a condition for the award of a contract and as a term and condition of the contract with the City of Huntsville, in accordance with § 31-13-9 (a) of the Alabama Immigration Act, as amended, any business entity or employer that employs one or more employees shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

During the performance of the contract, such business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The business entity or employer shall assure that these requirements are included in each subcontract in accordance with §31-13-9(c). Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, and possibly suspension or revocation of business licenses and permits in accordance with §31-13-9 (e) (1) & (2).

Code of Alabama (1975) § 31-13-9 (k) requires that the following clause be included in all City of Huntsville contracts that have been competitively bid and is hereby made a part of this contract:

“By signing this contract the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

**3.4 ACKNOWLEDGEMENTS**

**I hereby certify that I have read and understand the City of Huntsville’s General Terms and Conditions. I hereby certify that I agree to comply with all of the General Terms and Conditions of this IFB. I also understand that the General Terms & Conditions are standard and that any contradicting requirements of the IFB supersede.**

**I affirm that I have not been in any agreement or collusion among Proposers or prospective Proposers in restraint of freedom of competition.**

**Upon award of this bid, I will not substitute any item on this bid under any circumstances.**

**By signing this submittal, the Bidder represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.**

**I affirm that I understand and agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.**

  
\_\_\_\_\_  
Signature of Proposer

Christian Tuttle  
\_\_\_\_\_  
Print or Type Name of Proposer

12/16/25  
\_\_\_\_\_  
Date

Verta, LLC.  
\_\_\_\_\_  
Legal Name of Firm

Po box 18473  
\_\_\_\_\_  
Mailing Address

Huntsville AL 35804  
\_\_\_\_\_  
City State Zip Code

256-973-0393  
\_\_\_\_\_  
Phone Fax

Christian.tuttle@verta.tech  
\_\_\_\_\_  
Email Address

Verta.tech  
\_\_\_\_\_  
Website Address

## APPENDIX G REPORT OF OWNERSHIP FORM

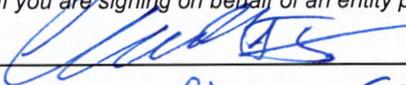
### CITY OF HUNTSVILLE, ALABAMA REPORT OF OWNERSHIP FORM

- A. General Information.** Please provide the following information:
- Legal name(s) (include "doing business as", if applicable): Verta, LLC. D.b.a Verta Technologies.
  - City of Huntsville current taxpayer identification number (if available):  
318438  
(Please note that if this number has been assigned by the City and if you are renewing your business license, the number should be listed on the renewal form.)
- B. Type of Ownership.** Please complete the un-shaded portions of the following chart by checking the appropriate box below and entering the appropriate Entity I.D. Number, if applicable (for an explanation of what an entity number is, please see paragraph C below):

Type of Ownership (check appropriate box)	Entity I. D. Number & Applicable State
<input type="checkbox"/> Individual or Sole Proprietorship	Not Applicable
<input type="checkbox"/> General Partnership	Not Applicable
<input type="checkbox"/> Limited Partnership (LP)	Number & State:
<input type="checkbox"/> Limited Liability Partnership (LLP)	Number & State:
<input checked="" type="checkbox"/> Limited Liability Company (LLC) (Single Member)	Number & State: 2003788 AL FIN - 83-2985466
<input type="checkbox"/> LLC (Multi-Member)	Number & State:
<input type="checkbox"/> Corporation	Number & State:
<input type="checkbox"/> Other, please explain:	Number & State (if a filing entity under state law):

- C. Entity I.D. Numbers.** If an Entity I.D. Number is required and if the business entity is registered in this state, the number is available through the website of Alabama's Secretary of State at: [www.sos.state.al.us/](http://www.sos.state.al.us/), under "Government Records". If a foreign entity is not registered in this state please provide the Entity I.D. number (or other similar number by whatever named called) assigned by the state of formation along with the name of the state.
- D. Formation Documents.** Please note that, with regard to entities, the entity's formation documents, including articles or certificates of incorporation, organization, or other applicable formation documents, as recorded in the probate records of the applicable county and state of formation, **are not required unless:** (1) specifically requested by the City, or (2) an Entity I.D. Number is required and one has not been assigned or provided.

Please date and sign this form in the space provided below and either write legibly or type your name under your signature. If you are signing on behalf of an entity please insert your title as well!

Signature:  Title (if applicable): CEO

Type or legibly write name: Christian Tuttle Date: 12/16/05

**APPENDIX H**  
**CITY OF HUNTSVILLE, ALABAMA**  
**DETAILED PROPOSER INFORMATION**

Proposer must provide information to demonstrate its qualifications and experience in providing goods and services similar to those the City desires, and such information shall include the below. The City reserves the right to request and require additional information during its evaluation.

**RFP SECTION 3.11 TAB 3 - QUALIFICATION AND EXPERIENCE OF PROPOSER**

**1.0 Scope**

- The City is soliciting proposals from qualified vendors to enter into a Master Agreement for A/V installation and support services.
- Proposer should thoroughly review all documents and note any exceptions to the City's terms and conditions in their proposal.
- The successful bidder shall perform covered services under the terms of this agreement.
- General locations of existing A/V equipment covered under this agreement are listed in Attachment 1
- Any new products purchased through this agreement will be included in the Covered Items List.

**1.1 Products and Services**

The successful bidder shall perform and provide these products and/or services under the terms of this agreement and may assist the end user with deciding their individual needs for any work order. The following is a list of A/V Products and Services the technician will be expected to support as well as products and services that can be provided by the successful vendor:

- Products
  - Projectors and Displays
  - Cameras, Videos and DVRs
  - Audio Solutions
  - A/V Broadcast technologies
  - Interactive White Boards
  - Interactive Displays
  - Digital Signage
  - Software
  - Design services
  - Cables, connectors, convertors, etc. required for the above
- Services
  - Customer Support
  - Maintenance
  - Installation
  - Warranty
  - RMA

### 1.1.1 Hardware/Systems Not in Scope

This RFP does not include:

- Building access, fire alarms, burglar alarms, building control, etc. These specialties are handled under separate contracts.
- Building security cameras and DVRs managed by the General Services Department.

### 1.2 Information Required

**1.2.1 Statement of Proposer 's Qualifications:** All responses must include a statement of the Proposer's history, along with its qualifications and experience to provide the services identified in the RFP.

**1.2.2 Staff Qualifications:** The on-site technician will be dedicated to the City of Huntsville and only works on trouble calls, system updates, preventative maintenance, and other A/V system related tasks as assigned by the City. This technician will be trained in the A/V systems that the City uses and have industry standard knowledge/training.

**1.2.3 References:** Provide at least three (3) customer references for products and/or services of similar scope dating within the past three (3) years. Provide a range of references across government entity groups including K-12, higher education, city, county, or non-profit entities. All references should include the following information from the entity:

- Entity Name
- Contact Name and Title
- City and State
- Phone
- Years Serviced
- Description of Services

See Attached References.

**1.2.4 Value Added Products and Services:** Include any additional products and/or services available in the response that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance or add value to this contract for the City.

**1.2.5 Response Times:** Proposal will include response times and as a minimum will include response/fix times for Emergency, Urgent, Normal and Routine requests, as well as proposed definitions/examples of each type of response.

**1.2.6 Workmanship and Technique:** Proposers must have any necessary certifications/licenses generally required of A/V designers/technicians/helpers. Verification of licensing and permits will be presented upon request.

### 1.3 Billing Rates and Structure:

#### 1.3.1 - Assigned Technician

**1.3.1.1 Rate:** The City anticipates the dedicated certified A/V technician will be provided to the City on a labor only basis at a fixed annual cost billed either monthly or quarterly. Overtime or after-hours hourly rates may be included in the proposal, but the City does not anticipate allowing more than 40 hours per week.

**1.3.1.2 Duty Hours:** The technician will be available Monday-friday, 8:00AM - 5:00 with one hour for lunch. Working outside of normal work hours is not authorized without prior approval from the ITS department. In rare instances, daily hours may vary if required to support a City function after hours.

**1.3.1.3 Time Off:** The assigned technician will not be required on site for any regularly scheduled City holidays or closures. If projected leave time including sick, vacation or other, will be more than five (5) consecutive days, the successful bidder

will be required to provide an on-call replacement technician for any emergent or work outage issues. If projected leave time including sick, vacation or other, will be more than ten (10) consecutive days, the successful bidder will be required to provide an on-site replacement technician.

**1.3.1.4 Tools and Transportation:** The City will not reimburse for travel. Proposals should include technician, daily work vehicle to transport equipment, hand tools, power tools, specialty tools, test equipment, laptops, etc.

**1.3.1.5 Outside Support:** Technician is expected to receive support from the rest of the vendor's staff including everything from additional technicians to help with removing displays from the wall or programmers to provide code patches for system bug fixes. Technician will have full access to the vendor's staff for additional support at no additional cost to the City.

Technician will have typical company support accounts and full access to manufacturer support to resolve issues. This also grants access for warranty claims. Technician will have full access to vendor's system fix logs, asset files, firmware, custom code, support manuals, and other supporting documentation.

**1.3.1.6 City Support:** The City will provide, maintain, and keep active Technician's employee computer account and login for the city network and provide a parking space during work hours at a location determined by the City's Director of Parking and Public Transit. The City will also provide a computer workstation and phone. The City ITS Department work order system will be utilized by the technician.

**1.3.1.7 Vehicle Insurance:** Vendor shall be responsible for maintaining automobile liability insurance on any vehicle owned or leased by the company and used while performing services for the City with minimum limits of \$100,000 for personal injury; \$100,000 property damage; and \$300,000 per occurrence.

**1.3.1.8 City Policy and Non-Disclosure Agreement (NDA):** Confidential information may be made available to the technician in connection with work pursuant to this agreement. The technician will be required to successfully complete a fingerprint and background check and sign an NDA. The technician will comply with applicable City security policies.

### **1.3.2 - Other Skillsets**

Proposers are encouraged to include a list of other available skillsets offered. A categorized listing of other labor categories available to the City on an as-needed basis including functional responsibilities and hourly rates should be included with the response in the Proposal Pricing Form envelope.

All City departments may engage these other services, but it is the awarded vendor's responsibility to ensure that a City purchase order has been issued prior to commencing work.

### **1.3.3 - Materials**

- This contract will only apply to total project estimates < \$100,000.00
- The City will accept a flat 10% markup on goods, materials, and equipment purchased to perform services/repairs. Proposals will be submitted with detailed item description, quantity, list/manufacture price, percentage mark-up, and final cost. Proposer must also submit receipts/verification of material cost for review.
- If the awarded vendor is on any GSA contracts, they must abide by GSA contract requirements when selling products to the City.
- The proposer must have all the necessary tools of the trade required and any equipment rental that will be charged to the City must be approved by the City before work begins.
- Any electrical or IT network modifications required will normally be handled through City contracts already in place for these specialties.
- Price lists must contain the following:
  - Product name and part number (include both manufacturer part number and proposer part number if different from manufacturers).
  - Description
  - Proposer's cost, including discounts. Discounts will be given to the City.

- The City reserves the right to procure project materials through our normal procurement processes but does expect the vendor to provide a list of materials needed including manufacturer and model.
- Proposer certifies that it will not utilize equipment or parts from the specified entities (including their subsidiaries or affiliates) in Section 889 of the FY19 National Defense Authorization Act (NDAA, JOHN S. MCCAIN NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2019) (Public Law 115-232) and Federal Acquisition Regulation (FAR) case 2018-026, the United States Treasury's Specially Designated Nationals and Blocked Persons List, and the US Department of Commerce's EntityList. Additionally, the Proposer certifies that all equipment used will maintain Trade Agreement Act (TAA) compliance.

#### **1.3.4 - Proposed Projects**

For this agreement, the City defines a project as any activity that will require added labor or skillset costs not covered under the annual cost of this agreement.

- Proposals for projects will be submitted as "not to exceed pricing".
- The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation without City permission.
- The City reserves the right to provide any needed skillsets or labor for projects if the awarded vendor approves of the labor provided.
- All City, departments within City Hall may engage these other services, but it is the awarded vendor's responsibility to ensure that a City purchase order has been issued before beginning work.



# City of Huntsville AV Support Phase 2

12.16.25

## Verta Technologies

6767 Old Madison Pike NW, Suite 720

Huntsville, AL 35806

Small Business

DUNS: 117072141

UEI: YZBSTWBJLTK3

CAGE Code: 8FLN3

City of Huntsville License: 318438

GC AL: 55388

AL State License: 2003788

E-Verify Company ID: 1386818

GSA MAS Contract 47QSMA21D08PW

NAICS: 334310

### **Point of Contact**

Contact: Christian Tuttle

Website: [Verta.tech](http://Verta.tech)

Telephone: 256-973-0393

Email: [christian.tuttle@verta.tech](mailto:christian.tuttle@verta.tech)

## Overview

This proposal will cover the details and offerings from Verta Technologies to the City of Huntsville for AV support services. This proposal will cover all of the service offerings, pricing, exclusions, and other details regarding the City of Huntsville's AV service plan.

## Company Overview

Verta Technologies is a Commercial A/V integrator in Huntsville, AL. We specialize in audio-visual hardware, software, installation, and support services. Our versatile team of industry-certified professionals allows our customers to innovate with confidence. Since its formulation in 2017, Verta Technologies has created a lifeline of relationships built on communication, organization, quality control, and superior results. Verta Technologies is the preferred A/V liaison for many government agencies, DOD contractors, banks, churches, hospitality establishments, and higher-education institutions.

*“Through Technology, Verta aims to innovate  
the way you work, create spaces that inspire,  
and enhance the user experience”*

Verta's product portfolio includes over 100,000 items from more than 300 of the world's leading and emerging manufacturers. Verta Technologies has its full operations and warehouse in Huntsville, AL.

Verta Technologies is an AVIXA Member, AIA member, AIA CE Education provider, Huntsville City Chamber Member, ABC Member, GSA Contract holder, and Edge Certified Partner. Verta Technologies is a proud supporter of the United States Government and its mission to serve the American people. As a technology company specializing in AV and IT products and services, Verta is committed to leveraging its expertise to help the government address its challenges and achieve its objectives.

Verta understands the unique demands and complexities of government operations and is committed to delivering solutions that are secure, reliable, and scalable. One of the ways in which Verta is supporting the government is through the development of cutting-edge AV and IT solutions. Whether it is improving the efficiency of government processes, enhancing national security, or supporting scientific research, Verta's solutions are designed to help the government meet its goals.

## Goals

1. To provide AV support services to the City of Huntsville's City Hall Building.
2. Expand the SOP (standard operating procedure) Verta created for the Training Academy and other locations to include City Hall and future City projects.
3. Create logs, establish AV ticketing procedures, and create a database of relevant audio-visual documents, including maintenance manuals, equipment lists, firmware logs, IP addresses, MAC addresses, login credentials, and more.
4. Update all existing AV systems' firmware.
5. Create a roadmap to update AV systems to industry standards for best performance and minimize downtime.
6. Train COH's employees on how to operate the audio-visual systems and provide information on best practices to get the most out of the technology systems. Offer training classes for any employees interested in expanding their understanding of audio-visual systems and how technology impacts meeting spaces.
7. Provide access to AV products and installation services for new AV projects to continue to expand COH's technology systems.

## Benefits

Verta Technologies will provide a dedicated Level I Technician to work under the existing Lead Technician for AV services. This technician will provide general AV support for the City of Huntsville's AV systems for a fixed annual fee. This technician is dedicated to the City of Huntsville and only works on trouble calls, system updates, preventative maintenance, and other AV system-related tasks as assigned by the City of Huntsville. This technician will be certified and trained in the AV systems that the City of Huntsville uses and will have industry-standard knowledge/training. This technician will also be thoroughly familiar with the City of Huntsville systems and locations.

Other added benefits:

- **Support escalation:** This technician has direct support from the rest of Verta's staff. If a problem arises that requires additional technicians, programmers, or other resources, these will be provided in order to resolve the issue at no cost to the City.

- **Direct manufacture support:** This technician will have insider accounts and full access to manufacturing support to resolve issues. This also grants access for warranty claims.



- **Technicians come fully equipped:** At no additional cost to the COH, this technician will come with vehicles to transport equipment, hand tools, power tools, specialty tools, test equipment, laptops, etc... The technician will carry a laptop and standard tools on the technician's vehicle, and specialty tools will be housed at the Huntsville office that the technician has access to.

- **Support Library:** This technician will have full access to Verta's system fix logs, asset files, firmware, custom code, support manuals, and other supporting documents.

- **Ticketing System:** The City of Huntsville employees can create trouble tickets by simply emailing the Verta trouble-call ticketing system. This is for normal level response me issues or scheduled repairs. The City can also call/email the technician directly for emergency service or time-sensitive issues.

- **Sales Support:** Verta will offer full AV products and additional services for new AV system installations at a fixed markup of 10% of the current market cost. See attached additional service categories and pricing. These services will be considered projects and are not covered under the annual contract cost; however, new systems acquired and installed through the contract will be added to the service contract at the existing annual service rate.

- **Design/Consulting Services:** Verta can provide AV design and consultation services, included under the contract. This benefit can be utilized to design new AV systems for internally managed projects or applied to City projects that are designed and managed by third-party architecture firms. This includes informal and formal AV recommendations, line drawings, scope development, specifications, mark-ups, and more. This service excludes 3D rendering/modeling services. These can be offered to the City at a fixed markup but are not included in the contract price.

- **Contract questions,** pricing requests, or sales questions are to be directed to the account manager listed on the cover page of this proposal.

- **Consistent Results:** Verta Technologies can create system standards to help simplify the AV technology in your organization. Technology should enhance operations instead of impeding them.

- **Audio Visual Experts:** Verta Technologies are experts in the Audio Visual field and are at the forefront of the industry. Verta Technologies holds multiple firsts and some of the largest developments of cutting-edge technology in the world. Verta Technologies has designed and installed the largest deployment of ADAPTive speakers in the world. Verta also installed the 1st sub-1mm LED wall in the State of Alabama.

- **Local Office:** Verta Technologies was established in Huntsville and serves the Huntsville market with a local office near downtown and employs a full staff of technicians, engineers, programmers, project managers, and more, all in Huntsville.

## Response Time

- Phone / Email Support SLA (In Verta Maintenance contract with dedicated technician)

<u>Priority Level</u>	<u>Response Time</u>	<u>Completion Time (Estimated)</u>
Emergency	15 min	1 Hour
Urgent	1 Hour	2 Hours
Normal	1 Day	1 Day
Routine	2 Days	7 Days
Scheduled	30 Days	30 Days
Scheduled EOM	By End of Month	By End of Month
Scheduled Weekly	5 days	5 days

- On-site Support SLA (In Verta Maintenance contract with dedicated technician)

<u>Priority Level</u>	<u>Response Time</u>	<u>Completion Time (Estimated)</u>
Emergency	30 min	1 Hours
Urgent	1 Hour	2 Hours
Normal	1 Day	1 Day
Routine	2 Days	7 Days
Scheduled	30 Days	30 Days
Scheduled EOM	By End of Month	By End of Month
Scheduled Weekly	5 days	5 days

## Certifications Held:

- Certified Technology Specialist (AVIXA)
- AV Technologist (AVIXA)
- HDBaseT Expert Installer & Master Program (HDBaseT Alliance)
- Novastar Certification - Designer
- Dante Level I, II, & III
- Extron Control Professional
- Extron Control Specialist
- Extron XTP Systems Design Engineer
- Extron Connectivity Principles
- Extron Pro DSP Principals
- Extron Fiber Optic Principals
- Extron Streaming Principals
- Extron Video Principals
- Kramer Control Systems Designer
- Bose Professional Control Space for Conference Rooms
- Atlona Technologies Control Level 100, 200, 300, 400, & 500
- Atlona Technologies Velocity Control
- EAW ADAPTive Level 1 & 2
- Harman Audio Essentials
- Harman Cable Essentials
- Barco Clickshare Certification
- Zoom Room Integrator Certification
- Shure Intellimix P300 Certification
- Symetrix System Integrator Certification
- Shure Microflex Wireless Certification
- Shure MXA310, MXA710, MXA910, and MXA Mute button
- Shure Networking and DSP Certification
- Powersoft Amps 101 Certification
- Harman Control Essentials
- Harman Video Essentials
- QSYS Level 1 & 2
- QSYS Control 101 & 201
- Kramer Control Systems Programmer
- Harman Lighting Essentials
- Planar Clarity Matrix Certification
- QSYS MP Install Certification
- QSYS PLD Amplifier Certification
- Logitech Rally Certification
- Biamp Tesira Forte Certification
- Future of Digital Signage in Smart Cities (ALMO E4)
- Biamp Sound Masking Certifications

## Current Active GSA Labor rates:

### LABOR CATEGORIES PRICING

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	Site	Year 1 4/23/21- 4/22/22	Year 1 4/23/22- 4/22/23	Year 1 4/23/23- 4/22/24	Year 1 4/23/24- 4/22/25	Year 1 4/23/25- 4/22/26
541990AV	AV Project Manager	Both	\$116.63	\$119.55	\$122.54	\$125.60	\$128.74
541990AV	Design Engineer	Both	\$102.87	\$105.45	\$108.08	\$110.78	\$113.55
541990AV	Controls System Programmer	Both	\$98.74	\$101.21	\$103.74	\$106.33	\$108.99
541990AV	AV Installation Technician**	Both	\$73.09	\$74.92	\$76.79	\$78.71	\$80.68
541990AV	Field Service Technician**	Both	\$75.05	\$76.93	\$78.85	\$80.82	\$82.84
541990AV, 54151S	Network Engineer	Both	\$109.26	\$111.99	\$114.79	\$117.66	\$120.60
54151S	Systems Engineer	Both	\$102.77	\$105.34	\$107.97	\$110.67	\$113.44
54151S	IT Project Manager	Both	\$116.00	\$118.90	\$121.87	\$124.92	\$128.04
ANCILLARY	IT Technician**	Both	\$76.16	\$78.07	\$80.02	\$82.02	\$84.07

The GSA labor contract will renew in 2026, and pricing will be updated for an additional 5 years.

AV equipment to be quoted at current market rates as needed.

## Labor Categories:

Labor Category	Functional Responsibilities	Minimum Education	Minimum Years of Experience
<b>AV Project Manager</b>	Manages AV projects in accordance with project specifications, schedules, and budgets. Provides leadership and directs the AV Team throughout the project life cycle, from site survey, design, installation, and testing. Supervises staff operations while serving as the customer, teaming partner, and vendor point of contact. Translates architectural and engineering drawings for installation personnel to ensure engineering design specifications and system protocols are followed. Possesses knowledge of construction and engineering principles related to AV installation. Requires five (5) years of relevant experience and/or education in AV systems analysis and planning.	Bachelors	5
<b>Design Engineer</b>	Uses knowledge in engineering, networking, and hardware/software capabilities to design AV systems for facilities including conference rooms, training facilities, command centers, auditoriums, and network operations centers. Skilled in designing systems requiring components such as interactive displays, distributed audio systems, control systems, distribution amps, scalars, smart boards, video conferencing hardware, pixel mapping, custom Graphical User Interfaces (GUIs), User Experience (UX) design, video walls, switching hardware, audio Digital Signal Processing (DSP) setup and calibration, or video matrixes. Proficient in control system programming languages such as Extron, Python, and if-then macros.	Bachelors	3
<b>Controls System Programmer</b>	Provides control system design and programming and system automation for AV components such as touch panels, Extron, Atona, Kramer, and Symetrix components. Has a thorough understanding of if/then statement control language. Interprets schematics, line drawings, and architectural drawings. May troubleshoot integrated systems utilizing RS232, RS485, Infrared (IR), contact closure, voltage controllers, Internet Protocol (IP), serial, and General-Purpose Input / Output (GPIO). To comply with warranty requirements, a manufacturer/industry certification may be required.	Bachelors	3
<b>AV Installation Technician*</b>	Interprets drawings, diagrams, specifications, and schematics and installs AV systems in accordance with project specifications. Tasks include hardware configuration and mounting, cable installation, device and control panel wiring, programming, testing, and troubleshooting.	High School	1
<b>Field Service Technician*</b>	Assists in the installation, testing integration, maintenance, and repair of AV equipment. Possesses hardware specifications knowledge and the capability to troubleshoot, resolve hardware concerns, and restore the system to a fully functional state. Understands manufacturer's warranty policies and requirements and assists with warranty claims when necessary.	Associates	1

## Labor Categories Continued:

Labor Category	Functional Responsibilities	Minimum Education	Minimum Years of Experience
Network Engineer	Plans, designs, configures and maintains network communications. Possesses knowledge of Local Area Network (LAN) / Wide Area Networks (WAN) network design principles including network architecture, network hardware price-performance ratio, and interface interoperability. Tests and assesses networks to identify problems, resolve issues, and implement preventative maintenance when needed.	Bachelors	3
Systems Engineer	Performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software, and support facilities and/or equipment. Demonstrates expertise in systems engineering concepts, practices, and procedures as well as system and application integration and life cycle management.	Bachelors	5
IT Project Manager	Manages Information Technology (IT) projects in accordance with project specifications, schedules, and budgets. Supervises staff operations while serving as the customer, teaming partner, and vendor point of contact. Provides technical advice and assists with problem resolution when needed. Requires five (5) years of relevant experience and/or education in IT systems analysis and planning.	Bachelors	5
IT Technician**	Installs, configures, troubleshoots, and tests hardware components and software to ensure usability and efficiency. Repairs or replaces damaged hardware when needed. Performs software upgrades, daily backups, and/or system audits in accordance with disaster recovery processes.	Associates	1

# Verta Technologies

Custom Designs for Custom Experiences

Proposal To:

City of Huntsville

For:

City of Huntsville Consolidated Maintenance Contract

January 30, 2026

**CITY OF HUNTSVILLE**

**SCOPE**

This proposal shows the existing AV maintenance contract pricing and the new proposed pricing to provide an additional technician and take over the maintenance for the AV systems in City Hall. This contract will cover all existing properties and new City properties as they come online. This proposal is just a breakdown of the numbers for easy access of the pricing. It would still follow all the T&C of the contract documents and still include all the benefits listed there within. This proposal does not reflect the 2% annual escalation increase that is in the contract. This is showing the first-year pricing.

**AV SYSTEMS**

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR EXT	TOTAL
	1	Verta Technologies AV Technician Level 2 Current contract price for Verta Technologies AV Technician Level 2.	\$97,012.00	\$97,012.00	\$0.00	\$97,012.00
	1	Verta Technologies AV Technician Level 1 New AV Technician Level 1	\$72,102.00	\$72,102.00	\$0.00	\$72,102.00
<hr/>						
AV SYSTEMS TOTAL						\$169,114.00
<hr/>						
EQUIPMENT TOTAL						\$169,114.00
<hr/>						
LABOR TOTAL						\$0.00
<hr/>						
<b>CITY OF HUNTSVILLE TOTAL</b>						<b>\$169,114.00</b>

**ACCEPTANCE**

**FINANCIAL**

PAYMENT SCHEDULE Net 30	EQUIPMENT TOTAL	\$169,114.00
	SHIPPING TOTAL	\$0.00
<hr/>		
	ENGINEERING	\$0.00
	INSTALLATION	\$0.00
	MANAGEMENT	\$0.00
	PROGRAMMING	\$0.00
	LABOR TOTAL	\$0.00
<hr/>		
	<b>SUBTOTAL</b>	<b>\$169,114.00</b>
	<b>TOTAL SALES TAX</b>	<b>\$0.00</b>
	<b>PROJECT TOTAL</b>	<b>\$169,114.00</b>

**TERMS**

I accept this proposal and hereby authorize Verta Technologies to proceed with the installation of the included systems at the facilities of City of Huntsville constructing at 308 Fountain Cir SW Huntsville, Al 35801 as described in the totality of this document. I further authorize Verta Technologies to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Verta Technologies. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until City of Huntsville and Verta Technologies agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by City of Huntsville or their staff, construction, other building trades or any other party, and additional costs may be incurred by City of Huntsville from Verta Technologies. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by City of Huntsville and Verta Technologies. This proposal is valid only if accepted in writing by City of Huntsville and deposit payment received no later than . This quote / design or any documents, files or previous email messages attached to it may contain information that is confidential or legally privileged and may not be used by anyone other than VERTA TECHNOLOGIES. You are hereby notified that distribution or use of any of the information contained in or attached to this transmission is STRICTLY PROHIBITED.

**ACCEPTANCE**

CITY OF HUNTSVILLE

\_\_\_\_\_  
SIGNED

Tommy Battle

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

Mayor

\_\_\_\_\_  
TITLE

VERTA TECHNOLOGIES

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE