



## **Request for Proposals**

### **Audio/Video System Design, Upgrade, and Installation**

**The City of Blaine  
435 Martin Street,  
Suite 3000  
Blaine, WA 98230**

**Deadline for Submittal:  
August 10, 2018  
No later than 4:00 P.M.**

# REQUEST FOR PROPOSALS (RFP)

## Section I General Information

### 1. Purpose of Solicitation

This solicitation is a Request for Proposal(s) (RFP). The purpose is to solicit responses from qualified companies that describe their capabilities to identify, design, install, train, document and service and warranty an integrated audio/video system for The City of Blaine ("The City"). This responding entity shall be prepared to perform the services listed in this RFP. Such services shall include a turnkey audio system, as well as design and installation services that include the services listed in this request and meets the requirements of the described work.

### 2. Services Requested

The City has determined that the current audio/video and recording system no longer meets the demands of the Council Meetings and Court sessions held in the Council Chambers and that it requires an updated audio system integrated for the following:

**Council Chambers/Court Room  
435 Martin St, 4<sup>th</sup> Floor, Blaine, WA 98230**

Respondents to this RFP shall identify their experience and qualifications to perform analysis, design engineering, and installation of integrated audio/video systems.

### 3. Proposal Format

Proposals must be submitted in the format outlined in this document. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing all of the requested information will not be considered and will be deemed non-responsive. Respondents shall use the prescribed format to indicate their experience and qualifications, to describe their approach to this project, and to explain their proposed contract.

### 4. Contract Responsibility

The A/V System Design and Installation provider may identify supplemental work, external to their contract scope, which must be performed by others to allow their proposed integrated A/V system to be installed and to be fully functional.

The A/V System Design and Installation provider must coordinate, cooperate, and schedule their work, with The City, Staff, and The City's IT Department, so that these supplemental work components can be implemented into the chambers.

## 5. Special Provisions

### A. Reservations

The City reserves the right to accept or reject any or all Proposals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of The City. Additionally, although The City desires to contract with a single firm for all work/services to be provided, The City reserves the right to split the work/services and deal with multiple firms if it is deemed to be in The City's best interest. All Proposals become the property of The City of Blaine.

### B. Contract Terms and Conditions

It is understood that any resulting contract executed will contain the following Indemnification and Release language:

#### **Hold Harmless**

Vendor shall protect, indemnify, and hold the City harmless from and against any damage, cost, or liability for any injuries to persons or property arising from acts or omissions of the vendor, his employees, agents, or subcontractors, howsoever caused.

#### **Insurance**

Certificates of insurance shall be addressed to the City. All insurance shall be in effect during the term of the contract. Vendor shall provide the following coverage:

- General liability, errors, and omissions insurance not less than \$1 million for bodily injury including accidental death, to any one person and aggregate. Property damage not less than \$1 million for any one accident or aggregate.
- Vendor's Protective Liability Damage Insurance in the same minimum coverage as under General Liability Insurance.
- Worker compensation insurance in accordance with provisions of the Labor Code of Washington.

## 6. Deliverables

The deliverables shall be accepted by The City when (1) the deliverables have been delivered, installed and made ready for use at The City's site in accordance with the installation and operating specifications; (2) The City has tested the deliverables and the deliverables have passed testing; (3) The City's designated staff have received system documentation and training; (4) The City agrees that deliverables meet or exceed the specifications and those contained in the scope of work and order concerning performance and capabilities of the deliverables.

## 7. Acceptance Testing

Once the deliverables are installed in The City's premises as specified herein with regard to the Final Installation Date, the Contractor shall notify The City in writing that the deliverables as specified have been installed in good working order and ready for use, that the modifications or enhancements are completed as defined and specified herein, are in good working order, ready for use, and to the best of the Contractor's knowledge is one hundred percent operational and that the deliverables as installed is ready for testing. At that point, The City shall have thirty (30) working days to perform and complete acceptance testing on-site. If the deliverables as installed and represented passes such testing, The City shall so notify the Contractor in writing termed the Certificate of Acceptance. If the deliverables as installed fails to pass such testing, The City shall notify

the Contractor in writing and the Contractor shall then have ten (10) working days to correct any failure. The Contractor shall then certify to The City that the failure has been corrected and The City shall have ten (10) working days for additional testing at which time The City shall supply the Certificate of Acceptance if the deliverables passes testing. If the deliverables fails testing twice, at The City's option: (1) the correction period may be extended as agreed by the parties; or (2) The City may terminate the Agreement, return the specifications, product and documentation to the Contractor and the Contractor will refund to The City any payments previously given to the Contractor for the deliverables and modifications or enhancement pursuant to the Agreement.

## **8. References and Proprietary Information**

All proposers grant The City permission to make inquiries concerning the respondent and its qualifications and references to any persons or firms deemed appropriate by The City. Any proprietary information that the respondent provides in response to this RFP and for which provider does not want disclosed to the public shall be so identified on each page on which it is found. Data or information so identified will be used by The City solely for the purpose of evaluation and contract negotiations. Disclosure of any of provider's proprietary information by The City to third parties shall be in strict accordance with the laws and regulations regarding disclosure in the State of Washington.

## **9. Award**

The City of Blaine reserves the right to accept proposals, award proposals and/or not award proposals on individual items listed, on group items, or on the proposal as a whole; to reject any and all proposals, to waive any informality in the proposals, and to accept the proposal that appears from all consideration to be for the best interest of The City of Blaine.

In determining and evaluating the best proposal, the prices will not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the equipment/material offered, and the reputation of the equipment/material in general use will also be considered with any other relevant factors.

Notice of proposal award, if proposal be awarded, will be made within thirty (30) days of opening of proposals. The City will authorize the selected respondent to commence performance of the work tasks set forth in the Final Proposal. Receipt of the official Purchase Order of The City of Blaine covering the supplies, materials, equipment or services as described in the Proposal will indicate the award of the proposal and a contract to purchase; upon finalization of the Final Proposal between the selected respondent and The City.

**Section II**  
**Format Requirements and Preparation Instructions**

Proposals must be received on or before 4:00 PM, August 10, 2018 at the address indicated below and marked accordingly.

City of Blaine  
435 Martin St, Suite 3000  
Blaine, WA 98230  
Attn: Bob Crider  
Re: Request for Proposals for A/V System Design and Installation

The City reserves the right to reject any and all responses resulting from this RFP. Incomplete responses will be deemed non-responsive and will be rejected from consideration. The City is not liable for any cost incurred by any person or firm responding to this RFP.

The City reserves the right to eliminate from further consideration any response, which does not follow the format or is deemed nonresponsive; however, the City reserves the right to waive any irregularities or formalities.

Please direct all questions regarding this RFP and the program it represents, in writing, to:

Bob Crider  
bcrider@cityofblaine.com  
Network Administrator

Proposals must be submitted in the format outlined in this section. Provide three (3) copies of your response. Each will be reviewed to determine if it is complete prior to actual evaluation.

**1. Table of Contents**

Proposals shall include a table of contents properly indicating the section and page numbers of the information included.

**2. Executive Summary**

Proposals shall include a concise abstract stating the respondent's overview of the project.

**3. Contractor Qualifications Data**

**A. Firm Profile**

Provide general information on the responding firm, including; name, business address, local telephone number, officers of the firm, and contact person for this project

**B. Project Team**

Provide a list of the employees of the firm who will work on this project. A one-page resume including education, experience, and any other pertinent information shall be included for each key member of the project team.

**C. References**

Provide a minimum of three (3) references for A/V systems design and installation projects applicable to Government and/or Municipal projects that have incorporated A/V systems in Council Room. Each reference shall describe the services and equipment provided, project cost, and benefits to the owner. Provide the owner's name, address, telephone number, and contact person for each reference. References for projects where the responding firm was not the prime contractor are not acceptable.

**4. Technical Approach**

**A. Proposed Scope of Work**

Project design and methodology including technical approach and understanding of the scope of the project.

1. Proposals must indicate a clear understanding of the scope of the work, including a detailed project plan for this project outlining major tasks and responsibilities, time frames, and staff assigned for each category of the scope of work identified above.

2. Proposed AV System Design Services — Provide details regarding the A/V system design services offered directly provided by the respondent, and identify any related services required to be provided by others (including The City, or the IT service provider) for full completion of this work. Proposals shall clearly distinguish the Contractors' duties and responsibilities and those of The City. Absence of this distinction shall mean the Contractor is assuming full responsibility for all tasks.

3. Proposed Equipment —For all proposed equipment, respondent shall provide cut sheets of proposed equipment and proposed design elements to assist with understanding the proposed direction of the AN system design.

4. Certifications Concerning Proposed Equipment  
- The respondent must include in its response to this section a letter which shall certify the firm's capability to provide, install, and warrant all Audio/Video components proposed.

5. A manufacturer's warranty on all proposed equipment shall be provided. The warranty period shall begin on the completion date of the project. The Audio/Video system design, installation practices, and

operation and maintenance practices shall not void any manufacturer's equipment or system warranty.

## **B. Project Time-Line**

Proposals must provide chronological time-line of each task or event and estimated required to complete the engagement.

## **C. Oversight from Single Contractor**

The City strongly desires to contract with a single firm to accomplish all work and/or services outlined in this Request for Proposal. Any proposed subcontractors must be identified in the Proposal response. Any work not conducted by the Contractor or his subcontractors must be disclosed.

## **D. Project Management**

Indicate your firm's approach to managing the project. Include a resume of the project manager responsible for the project.

## **5. Financial**

### **Rates and Fees**

1. Provide a proposed fee schedule.
2. Expenses not specifically listed will not be considered reimbursable.

## **6. Documentation and Training**

Provide detailed information on the system documentation, Operation guides and training programs available to The City Staff.

## **Overall requirements**

1. All responding vendors are required to do an on-site survey of the Council/Court Chambers and current A/V and recording systems. **These visits can be scheduled on July 30<sup>th</sup> from 9:00 AM to 4:00 PM.**
2. Aid and facilitate the use of audio and visual media for governmental meetings.
3. The proposed solution/system must not require additional personnel to operate and maintain.
4. Proposals that include additional power, network or other outlets beyond those presently installed must include the cost for equipment, installation, cabling and hook-up in the proposal.

5. Proposals that include modifications to the furnishings, including the dais, must include the cost of the modifications and cost required to match the existing furnishings.
6. Overall system components and connections should be hidden to the maximum extent possible. Where not possible to hide, components and connections should match the overall aesthetics of the room.
7. Proposals must include all costs associated with this project, including, but not limited to, cost to procure equipment and software, installation of equipment, software, and components and cabling, integration with existing systems and testing. Costs must be listed by Room for value engineering.
8. Proposals must include system documentation, operations manual and on-site training for system operators/maintainers and general users.
9. The Specifications shall include the design and installation of an integrated A/V system in Council\Court Chambers.

The system will require:

- A. 7 microphones for dais positions, 4 wireless microphones for staff desk, 2 wireless lapel microphones.
- B. Must specify a digital audio recording system to replace the current FTR product.
- C. Portable video conferencing solution compatible with JAVS systems.
- D. Integration with existing equipment where possible.
- E. System to record audio/video for Internet broadcasting.
- F. Wall mounted Control Panel and portable Control unit.
- G. Induction hearing loop for ADA compliance along the entire circumference of the Council Chambers, with two (2) portable hearing units.