



REQUEST FOR PROPOSALS

FOR

**Audio/Visual (A/V) Equipment
for Public Meetings**

Proposal Due Date/Time:

Friday, September 3, 2021 by 3:00 p.m. EST

Contact:

Ricky Jones

Manager of Information Technology

Telephone: 803-441-4218

Email: rjones@northaugusta.net

SECTION 1 – PROJECT OVERVIEW

The City of North Augusta, South Carolina seeks to improve the audio/visual system in its Council Chambers. This system is utilized during City Council, Planning Commission and Board of Zoning Appeals meetings. The City utilizes the system when streaming public meetings live through its social media sites. It also uses the system to display presentations during in-person meetings and amplify speakers' sound through microphones. The City desires a full replacement of audio/visual equipment for long-term use. The current system is approximately 10 years old. The City has new, permanent cameras installed in the room that do not require replacing.

The City seeks to issue a full-service contract, whereby the vendor evaluates the City's current infrastructure, identifies and acquires all necessary additional equipment, hardware and/or software, installs all necessary equipment, and trains city staff implementation and future use. The City does not require on-going vendor assistance after installation.

SECTION 2 – GENERAL TERMS AND CONDITIONS

Non-Discrimination: The City of North Augusta does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. All vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.

Governing Law: Any agreement, contract or purchase order resulting from this RFP, shall be governed by the laws of the State of South Carolina.

Acceptance/Rejection of Proposals: The City of North Augusta reserves the right to award to the vendor who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications. The City further reserves the right to accept or reject any or all proposals, and to award or not award a contract based on this RFP.

Conflict of Interest: Each vendor shall affirm that no official or employee of the City of North Augusta is directly or indirectly interested in this proposal for any reason of personal gain.

Withdrawal of Proposals: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after submittal.

Insurance Requirements: Vendor shall maintain at its own expense during the life of the contract such comprehensive general liability insurance including products and completed operations. City of North Augusta shall be listed as an additional insured. Vendor shall maintain the following:

Bodily Injury Insurance in an amount not less the \$500,000 for bodily injury, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.

Property Damage Insurance in an amount not less the \$500,000 for any one damage claim, and in an aggregate amount up to \$1,000,000 during a period of twenty-four (24) months

Workers Compensation Insurance as required by the State of South Carolina

Services Performed: All services rendered under this agreement will be performed at the vendor's own risk and the vendor expressly agrees to indemnify and hold harmless The City of North Augusta, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

Independent Contractor: It is mutually understood and agreed that vendor is an independent contractor and not an agent of the City of North Augusta.

Verbal Agreement: The City will not be bound by any verbal agreements.

SECTION 3 – PROJECT SCOPE

The City seeks the following services to be provided: Full-service solution to improve the audio/visual system in its Council Chambers.

Technical Requirements: Identifying and recommending new equipment as necessary for turnkey solution, potentially to include, but not limited to, microphones, speakers, monitors, projectors and other hardware/software.

The existing system is built with aging AMX components and the City is seeking to replace with new modern audio visual equipment that can meet the demand for high quality presentations and streaming capabilities (preferably CRESTRON).

Items to be replaced include monitors at each council member seat, overhead projector and rack mounted video switching and sound components. In addition to the items to be replaced, the city is requesting speakers at each council member seat and the ability to control gain on each microphone from the booth. The City will be utilizing the existing microphones that are currently in the chambers.

The current AMX system utilizes wireless connectivity to the control panels. The city is requesting that all proposals contain only options for hard-wired (cabled) solutions and come with two touch screen control panels (One at the city clerk seat and another located in the booth).

Installation of all equipment: The vendor will be responsible for securing and installing all equipment, including, but not limited to: hardware, electrical, network and component cable installation.

Testing and Training Requirements: Fully test the final system prior to first meeting use. Provide training to City employees that will maintain and/or administer streaming media solution.

Maintenance/Warranty Requirements: Electronic devices not manufactured by supplier shall carry

any original manufacturer’s warranty which exceeds the contractor one (1) year warranty. Pass any registration and warranty documents and warranty rights to the City.

SECTION 4 –PROJECT TIMELINE

Item	Date
Request For Proposal Published	Wednesday, August 11, 2021
Proposals Due	Friday, September 3, 2021
Project Implementation	September - December 2021

SECTION 5 – PROPOSAL FORMAT

Vendors desiring to submit proposals should submit one (1) original, plus one (1) electronic version of their proposals. Both hard and electronic copies must be received by the City on or before 3:00 PM EST on the due date. Proposals received after the deadline will not be considered. Send proposals to the following mailing and email addresses:

City of North Augusta
Attention: Ricky Jones
Manager of Information Technology
100 Georgia Avenue
North Augusta, SC 29841
Email: rjones@northaugusta.net

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP shall become the property of the City when received and shall be subject to the freedom of information act of the State of South Carolina. The City reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP.

Proposal Documents: The proposal shall include a Table of Contents detailing sections and corresponding page numbers, and shall be on letter size (8 1/2” x 11”) paper. The following sections shall be included in the proposal (see below for detailed description of each): 1. Firm Overview; 2. Project Team; 3. Proposed Project; 4. References; 5. Time Schedule; 6. Pricing & Fees

1. Firm Overview

Vendor is requested to define the overall structure of the Firm to include the following:

Descriptive background of company history
Principal business location and any other service locations

Primary line of business
Communities utilizing your products/services

2. Project Team: Provide qualifications of key personnel.

3. Proposed Project

Identify the proposed product(s)/service(s), to include but not limited to, the following areas:
All necessary components to render it complete and operational.

Project Plan in detail to include:

Equipment acquisition

Installation

Education and Training

Testing and Support

Impact on/adjustments to current system, equipment and facility

Warranty

Maintenance

Documentation

4. References

Vendor should include at least three (3) references with names, addresses, email addresses, and telephone numbers of similar projects installed.

5. Time Schedule

Provide a schedule on each phase of the proposed project. All onsite work shall be performed during the following business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m.

6. Pricing & Fees

Provide an explanation of the total cost of the service(s) showing a breakdown by item. Include all items necessary to render project complete and operational. Any travel costs shall be included in the implementation services. Both installation (one-time costs) and possible recurring annual costs should be provided.

SECTION 6 – PROPOSAL EVALUATION

A panel of City of North Augusta staff will review and scored submitted proposals. The top vendors may be asked to provide additional information. The City may request Best and Final offers based upon improved understanding of the offers or changed scope of work. Based on the initial proposals, and Best and Final offers, if requested, the panel will select the proposal which best fulfills the requirements and is the best value to the City. The City will negotiate with that vendor to determine final pricing and contract form. Evaluation criteria will be as follows, with a

maximum 10 points per criterion (100-point max):

1. Experience
2. Overall Proposal
3. Quality of Proposed Approach
4. Related Projects
5. Availability of Key Personnel
6. Capacity of the Consulting Team
7. Clarity of Role and Level of
Involvement of Local Staff
8. Value
9. Responsiveness
10. Preference items