

**REQUEST FOR PROPOSALS (“RFP”) FOR THE DESIGN AND INSTALLATION OF
AN AUDIO/VISUAL SYSTEM AT THE NEW MULTI-PURPOSE BUILDING
TO BE LOCATED BEHIND CITY HALL**

**Wednesday, April 10, 2024, 2:30 pm EDT
East Ridge City Hall
1517 Tombras Avenue
East Ridge, TN 37412**

The City of East Ridge is seeking proposals from highly qualified firms to design and install a turnkey audio/visual system for the new multipurpose building to be located behind City Hall in East Ridge, Tennessee.

INSTRUCTIONS FOR PROPOSAL SUBMISSIONS

Three (3) copies of the proposal must be submitted to the city in a sealed envelope clearly marked “**AUDIO/VISUAL SYSTEM EQUIPMENT 4/10/2024**” on the outside of the envelope, along with one (1) proposal in digital format. Any interpretations, clarifications, or additional information not disclosed in this proposal packet and determined to be necessary by the City in response to questions, will be issued by means of addendum or addenda, which addendum or addenda will be posted to the City website, https://www.eastridgetn.gov/business_economic_dev.html, to all interested parties identified by the City as having received the proposal documents. The submitting firm is required to check the site to see if there has been any addendum or addenda posted for this RFP. Only questions answered and information supplied by means of such an addendum or addenda will be considered as binding.

1. Introduction & Background

Purpose

The City of East Ridge is seeking proposals for the design and installation of a turnkey audiovisual system for the new multipurpose building, to be located behind City Hall. The project shall include all equipment and materials, whether specifically mentioned herein or not, to ensure a complete operating system that provides high quality audio and video. The scope of the project is to provide AV equipment that is used to facilitate the new multi-purpose building for public meetings, weddings, and display digital images, such as PowerPoint presentations and viewing of maps. The system must include control of audio and projection systems. Through this request, the City’s objective is to receive design plans and the identification of system components for the purchase and installation of new AV equipment to meet accessibility needs. Pricing must also be good for 180 days from the time of an executed contract.

Scope of Work

The audio/visual system should be flexible to allow for equipment changes or additions later to the system. The system’s applications are to include but not be limited to:

1. State-of-the-art technical solutions that may include a mix of wireless and hardwired capabilities.
2. Audio and visual equipment
 - a. Audio Controller/mixer for all dais mics, podium, computer audio and/or external source.
 - b. Directional ceiling speakers for audience/podium.
 - c. Wireless assisted listening devices, transmitter, and receivers.
 - d. 75" Mounted Commercial LED Flat screen TV. Presentations will be managed through laptop/desktop PC and will be displayed directly to the tv or screen.
3. Control system – Wireless touchscreen controller with ability to mute specific zones and adjust mic and speaker volume.
4. Capability of vendor to provide all necessary equipment (cameras, microphones, speakers, streaming equipment, cabling, networking equipment, camera mounts, etc.)
5. Provide training for City Staff
6. Post-installation support
7. Warranty information
8. Manage installation of all equipment and wiring

Additional Requirements:

1. Proposals shall include detailed specifications for all equipment being supplied.
2. Proposals shall include a timeline outlining installation details and staff training.
3. Examples of input/output display requirements and AV sources for AV presentations include:
 - a. Document Presentation – Presentations shall be viewable by presenters, staff, and the audience. Presentations may include the use of architectural plans/renderings, maps, photos, correspondence, and other documents. Documents shall be displayed using a document camera with zoom control located at the podium.
 - b. Computer/Laptop Presentations – Presenters and/or staff members shall be able to show digital presentations, or otherwise display various documents, web sites, and software applications for viewing by all participants, and members of the audience.
 - c. DVD/CD Media – Audio/video media may be used to facilitate presentations during a meeting or event.
 - d. Voice Amplification – A microphone system, with the ability to be controlled remotely.
 - e. Television(s)
 - f. AV Equipment – AV equipment including mixers, amplifiers, equalizers, recorders, microphones, projectors, screens, speakers, DVD players and all associated equipment shall be available.
 - g. Presentation Viewing- During meetings, members are presented with material from a variety of sources. Presentations shall be viewable by presenters, staff, and the audience from the projection screen or television.

SUPPORT AND MAINTENANCE

The City of East Ridge requires a minimum of one-year support and onsite support with the option to continue annual support after the one year has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

1. Service Provider

Please state the name of the company which will be delivering service and on-site support for this solution. If the service has been outsourced to another firm, how long has this relationship been in effect?

2. Product History

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle? Please provide a list of policies on firmware updates for the proposed solution. How often are the changes released? How is the customer notified about changes? How are they applied?

BUDGET & ESTIMATED PRICING

The vendor must agree to keep these prices valid for 180 at the time of an executed contract.

Total Cost Summary

Hardware/Software: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and the cost of an annual maintenance contract.

Documentation & Training: If there are fees associated with your user or technical documentation, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

ATTACHMENT I
COST SUMMARY WORKSHEET

<u>Cost Line-Item</u>	<u>Cost</u>
Project Design Services:	_____
Equipment Procurement:	_____
System Hardware: (Include itemized list in proposal)	_____
System Software:	_____
Installation Services:	_____
Configuration and Acceptance Testing:	_____
Training Services:	_____
One (1) Year Maintenance Support:	_____
Optional Ongoing Maintenance Rate:	_____
Warranty:	_____
Total Base System:	
Optional Professional Recommendations: (Attach itemized list of all recommended items)	_____
Project Completion Estimate (weeks):	_____
Total with Recommended Options:	_____

*Additional line-item detail is encouraged, but totals should flow forward to this Cost Summary Worksheet.

COMPANY _____
ADDRESS: _____

PHONE: _____
E-MAIL: _____
PRINT NAME: _____
SIGNED: _____
DATE: _____

TERMS AND CONDITIONS GOVERNING THIS RFP

Pursuant to Tennessee State Law, the Iran Divestment Act Certification attached must be completed, notarized, and returned with the proposal in order for the proposal to be considered and awarded.

All proposals must be sealed, and properly marked “**AUDIO/VISUAL SYSTEM EQUIPMENT 4/10/2024**” on the outside of the envelope. Late proposals will not be considered under any circumstances.

Proposals for the **AUDIO/VISUAL SYSTEM EQUIPMENT** will be received up to and until 2:30 pm EDT on Wednesday April 10, 2024, at the Office of the City Recorder, 1517 Tombras Avenue, East Ridge, Tennessee 37412. At that time, proposals received will be opened and read aloud. All questions on this project should be directed to the Administrator of Economic and Community Development, Cameron McAllister, at 423-664-2576 or cmcallister@eastridgetn.gov or Director of Parks and Recreation, Shawwna Skiles, at 423-260-9190 or sskiles@eastridgetn.gov.

The City of East Ridge reserves the right to reject any or all proposals, to waive technicalities therein, and to award the proposal in the City’s best interest.

**IRAN DIVESTMENT ACT CERTIFICATION
EFFECTIVE DATE JULY 1, 2016**

Chapter No. 817 (HB0261/SB0377). “Iran Divestment Act” enacted. Amends Tennessee Code Annotated, Title 12 by adding Chapter 12, which is to be known as the “Iran Divestment Act.” The Act requires the chief procurement officer for the State, no more than 120 days after the effective date of this Act, to publish on the State’s website, using credible information freely available to the public, a list of persons determined to be engaged in investment activities with Iran. It prohibits a person identified on the list from contracting with a local government and makes any contract entered into void. It provides that after the effective date of this Act, **every bid or proposal made to a local government for goods or services, when competitive bidding is required, must contain the certification stated below,** subscribed, and affirmed by the bidder as true under the penalty of perjury. The Act allows the certification to be submitted electronically. It prohibits a bid from being considered or an award being made if the bidder does not provide the certification below to the local government, except under limited enumerated circumstances.

I certify, under penalty of perjury, that the following statement is true:

“By submission of this sealed bid, **each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.**”

Company Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

<p>STATE OF _____</p> <p>COUNTY OF _____</p> <p>On this _____ day of _____ 20____, before me personally appeared, to me known to be the person (or persons) described in and who executed the foregoing instrument and acknowledged that such person (or persons) executed the same as such person (or person's) free act and deed.</p> <p>Notary Public _____</p> <p>Print Name _____</p> <p>My Commission Expires: _____</p>
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