**REQUEST FOR PROPOSAL:**

**City of Brandon**

**Proposal for City Hall Municipal Complex Audio-Visual Upgrades with Mixing Console and LED Walls**

**For the:**

**CITY OF BRANDON**

**1000 Municipal Drive**

**Brandon, MS 39042**

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# Section I: INVITATION

 The City of Brandon, Mississippi (City) is soliciting proposals from qualified companies to provide upgrades to the audio-visual systems within the City of Brandon Municipal Center. This proposal should include upgrades to all aspects of the audio-visual system including mixing console and LED walls. Qualified companies will also provide a installation of all systems.

 Potential vendors must demonstrate experiences in designing and installing audio-visual equipment. The intent of this request for proposals is to acquire audio-visual system with a mixing console and LED walls for the governmental, theatrical, and recreational uses in the City of Brandon Municipal Center. Potential vendors shall only submit one proposal per firm.

 Proposals that do not conform to the mandatory items as provided in the proposal instructions will not be considered.

 Based upon results of the review and evaluation, the City may decide to proceed with an offer to one or more companies for the configuration and installation of the audio-visual system with mixing console and LED walls.

**Section II: Purpose and Objectives**

 The intent of this request for proposals is to acquire audio-visual system with a mixing console and LED walls for the governmental, theatrical, and recreational uses in the City of Brandon Municipal Center. All proposals submitted must address the key components discussed in the City Hall – Improvement Project Audio/Visual Bid Specifications.

 The City will select a limited number of vendors to conduct an on-site visit. Vendors should use the site-visit to assess room requirements and make final determination that all equipment will provide the quality performance at which the audio-visual specifications have been set and that all factors have been considered in determining installation needs. ***All vendors not selected for this test will be eliminated from consideration***.

**Section III: GENERAL CONDITIONS**

**TERMS**

The agreement which results from this RFP will be an agreement at which the potential vendor is requested to complete a site visit to confirm specifications match the audio-visual needs for the City of Brandon Municipal.

**DESIGNATED CONTACTS**

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFP provision or questions must be submitted in writing via email to Mr. Jeff Bynum, City of Brandon, Information Technology no later than 5:00 p.m. on , 202 . Mr. Jeff Bynum is the only individual who may be contacted regarding the RFP and all inquiries should be sent to jbynum@brandonms.org . Copies of all such communications must be contemporaneously sent to Ms. Angela Bean, City Clerk via email at abean@brandonms.org.

**SCHEDULE OF EVENTS**

|  |  |
| --- | --- |
| **ACTIVITY** | **DATE/TIME** |
| 1. Release Request for Proposal
 | Published weekly starting October 5, 2022 for 2 consecutive weeks |
| 1. Deadline to submit written questions (via e-mail)
 | 5 p.m. on October 27, 2022 |
| 1. Response to written questions (via e-mail)
 | 5 p.m. on November 1, 2022 |
| 1. Deadline for submitting proposal **(Unpriced Proposals)**
 | 10 a.m. on November 3, 2022 |
| 1. Proposal selection for Product Evaluation & Committee Review
 | November 4 through November 9, 2022 |
| 1. Final selection of and notification to selected vendor
 | November 10, 2022 |
| 1. **Priced** bids due
 |  By 10:00 a.m. on November 17, 2022 |

**REFERENCES**

The City reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

**COMMUNICATION WITH STAFF**

 The City has designated Jeff Bynum, and only Jeff Bynum, to be the department contact person for questions related to this request for proposal.

**ALL COMMUNICATION SHALL BE IN WRITING BY EMAIL ONLY. ALL COMMUNICATION SHALL BE PRESERVED AND SHALL BE SUBJECT TO PUBLIC INSPECTION.**

 Except for copies of all such communication sent to Angela Bean, no other personnel of the **City of Brandon** shall be contacted. Doing so may disqualify the vendor from further participation in the bid process.

**PROPRIETARY INFORMATION**

 All information and data contained in the proposal becomes the property of the City and becomes public information upon opening of the proposal.

 Proposals shall be opened to avoid disclosure of contents to competing vendors and kept secret during the process of negotiation. However, all proposals that have been submitted shall be open for public inspection after the final contract has been awarded. Trade secrets and confidential information, as specified by the vendor, contained in the proposals shall not be open for public inspection. However, information which the vendor designates as trade secret or confidential must be clearly marked as such. Information which is not clearly vendor designated as trade secret or confidential shall be deemed to be not trade secret and not confidential and subject to disclosure.

 Upon request of a prospective vendor, each member of the Evaluation Committee with direct knowledge and access to the vendor’s full and complete proposal will provide to the same a copy of a signed non-disclosure agreement, to the extent the same is not contrary to Mississippi law. The original signed non-disclosure agreement shall become part of the vendor’s original proposal and treated as such.

**APPLICABLE LAW**

 The laws of the State of Mississippi shall govern, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in appropriate state court in Rankin County, Mississippi, regardless of the place of business, residence, or incorporation of the vendor.

**Section IV: PROPOSAL AND SUBMISSION PROCESS**

**PROPOSAL FORMAT**

All proposals shall be on 8-1/2" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested.

Each potential vendor shall submit one clearly labeled original and three copies of their proposal. The name of the potential vendor firm shall be indicated on the spine and/or cover of each binder.

Proposals shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or such that cannot be waived and are not subject to negotiation.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotional materials are not required or desired

All proposals must be submitted in a sealed envelope or box plainly marked with the name and address of the potential vendor, RFP title and date of submission to the City Clerk’s office located at 1000 Municipal Drive, Brandon, Mississippi 39042 Attn: Angela Bean, City Clerk. No responsibility will attach to the City or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified.

***FAXED PROPOSALS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED***.

**PROPOSAL REQUIREMENTS**

Potential vendors shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria contained herein has been satisfied as specified. To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and attachments and be arranged in consecutive order.

**Executive Summary:** This section shall serve to provide the key elements and unique features of the proposal by briefly describing how the potential vendor is going to provide the best solution. The Executive Summary should include a schedule of major milestones to accomplish the implementation.

**Experience & References:** Provide a list of at least three (3) references where you have provided similar goods and services to include name, address, contact name, phone number, number of years each has been using your system, and corresponding interfacing systems that will be used by the City.

**Staff Qualifications and Availability:** Provide information concerning the experience and background of those persons who would actually perform work on the project. Indicate the present workload of the project staff to demonstrate their ability to devote sufficient time to meet the proposed schedule.

**Implementation Methodology and Work Plan:** Include a preliminary project plan that includes potential vendor’s concept of the project including the methodology to be used, proposed timeline, and the major deliverables to be produced. In addition, the potential vendor must provide and specify the roles and responsibilities for the City, potential vendor, and any companies providing the video storage solution. Include any assumptions and constraints.

**Agreements:** License Agreement, Software Maintenance Agreement and Warranty Agreements must be provided for review and evaluation by the Evaluation Panel.

**Financial Statement**: The potential vendor must substantiate their financial stability along with the financial stability of any subcontractors. The most recent audited financial statements must be submitted with your bid. Provide a brief written description concerning your past, current, and future financial stability relative to your ability to meet the long-term requirements of this contract. The information should be supported with appropriate documentation, such as a current Dunn & Bradstreet report. The City and/or it’s designees will exclusively determine financial stability of respondents to this RFP process.

**Cost Detail Worksheet and Narrative:** The Cost Detail Worksheet should thoroughly and clearly describe every category of expense in spreadsheet format. Proposed costs must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). The narrative should be mathematically sound and correspond with the information and figures provided in the Cost Detail Worksheet. The narrative should explain how the vendor estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The Proposed Cost Detail Worksheet and Narrative must include the following:

• Unit price for each audio-visual component.

• Unit price for installation accessories. (mounts, cabling, storage, etc.)

• Annual price for hardware maintenance and support (If applicable)

• Annual price for software maintenance and support (If applicable)

• Hourly rates for training services (If applicable)

* Installation cost associated with any and all elements.

**Section V: EVALUATION OF PROPOSAL**

Proposals will be reviewed by an Evaluation Panel made up of representatives of the City. The Evaluation Panel will select qualified Service Providers from the received proposals who will be formally interviewed and may be requested to provide a formal demonstration and/or trial period to the panel. The Evaluation Panel will then make a recommendation to the governing authorities of the City. If at all, the contract will be awarded to the potential vendor whose proposal the City determines, based on the recommendation of the Evaluation Panel and such other information it so determines, in its sole discretion, is the most advantageous to the City of Brandon and in the City’s best interest. Evaluations will be based on the required criteria as listed in this request for proposal, as well as a qualitative evaluation based on the following:

• Ease of solution’s use

• Ability to meet the requirements of the RFP Scope of Services

• Installation and training

• Cost of Services

• Acceptance of City’s RFP Terms and Conditions

**Section VI: WITHDRAWAL OF PROPOSAL**

Potential vendors may request withdrawal of a posted, sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the City Clerk’s office in writing. Re-submitted Proposals must be date and time-stamped in accordance with the RFP document in order to be accepted. No proposal may be withdrawn for a period of 90 calendar days after the date of the proposal opening. All proposals received are considered firm offers during this period. The potential vendor’s offer will expire 90 calendar days after the date of the proposal opening.

**Section VII: REJECTION OF PROPOSAL**

The City reserves the right to reject any and all proposals and to readvertise for proposals and to terminate the proposal process at any juncture.

**Section VIII: TECHNOLOGY INFORMATION AND REQUIREMENTS**

All potential vendors must provide detailed and specific information on the following characteristics and requirements of the audio-visual equipment including the mixing console, and LED walls as listed in the bid specifications, Appendix 1. All criteria in bid specifications, Appendix 1, and areas listed below has been determined to be a requirement and will be used in the determination of the selected vendor.

##### **Qualifications and Experience:**

* + The potential vendor shall provide a history of the business including the date established, the type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.), the length of time that the firm has been operating as the legal entity, and the length of time the firm has been providing the requested service.
	+ The potential vendor shall list the proposed key members of staff to be assigned to the City’s contract including their roles and estimated participation in delivering the services.
	+ The potential vendor shall disclose and explain any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments, or other action that could have an adverse impact on their ability to provide the required needs.
	+ The potential vendor shall disclose and explain whether they have been unable to complete a contract, been removed from a contract, or been replaced during a contract period in the past five years.

**Maintenance or User Fees**

User account fees, if any, will include costs for all subscription licensed software provided by the vendor, such as third-party modules, middleware, and integration. User Account fees will be based on production system use and will be built into the total cost of the project for the duration of the contract. Training, development, and test accounts will not be considered additional users for access purposes.

**Installation and Warranty**

All installation should meet factor installation standards and be performed by a factory certified installer when applicable, in order to maintain and meet warranty guideline standards for components.

**Appendix 1: Selection & Assessment Tool**

| City Hall – Improvement Project Audio/Visual Bid Specifications2022 |
| --- |
| Quantity | **Color** | **Description** | **Meets Specs** | **Exceeds Specs** |
| 1 |  | Antenna distribution system. Combines 4 - two channel systems (a total of 8 channels) with one set of antennas and one power supply. |  |  |
| 1 |  | Receiver with Handheld Transmitter and Bodypack with handheld and lapel mic |  |  |
| 4 |  | Two Channel Receiver with Two Handheld Transmitters |  |  |
| 1 |  | 4K Video production switch |  |  |
| 1 |  | 4K Web Presenter HD |  |  |
| 2 |  | 16 Input, 8 output stage box with 16 microphone preamplifier, ULTRANET and ADAT interface |  |  |
| 1 |  | 3 Pin Female XLR Connector |  |  |
| 1 |  | 4K Mini Portable Hi-Speed USB-C with 12G-SDI, HDMI 2.0 and analog connections |  |  |
| 2 |  | 8'' Offset Ceiling Plate |  |  |
| 2 | Black | 3' - 5' Adjustable extension column |  |  |
| 1 |  | Flat Panel Ceiling Mount |  |  |
| 4 |  | Secure Mounting Option, Projector |  |  |
| 1600 |  | Cat 6 UTP cable (CMR) |  |  |
| Quantity | **Color** | **Description** | **Meets Specs** | **Exceeds Specs** |
| 1 |  | Digital Console for Live and Studio - minimum 40 Input Channels, 16 Microphone Preamplifiers and 25 Mix Buses |  |  |
| 2 |  | Middle-Throw Zoom Lens #2 |  |  |
| 2 |  | 3LCD Laser Projector with 4K Enhancement |  |  |
| 1 |  | 8-Outlet AC Power Distribution with RX Surge Protection |  |  |
| 12 |  | AC Line Surge Protector |  |  |
| 1 |  | 75 UHD Commercial TV with HDR10 |  |  |
| 1 |  | 52 Port Stackable Gigabit PoE+ L2/L3 Managed Switch |  |  |
| 1 |  | 10GB Multimode Fiber Duplex SFP+ Module |  |  |
| 1 |  | RPC Relay Panel with 8 Single-Pole 20A Panasonic Relays |  |  |
| 1 |  | Power Conditioning Surge Suppressor with 8 Module Units |  |  |
| 3 |  | 30X UHD60 PTZ Camera with NDI® HX |  |  |
| 1 |  | PTZ IP Camera Controller |  |  |
| 1 |  | 44 Space/25D Configured AV Rack |  |  |
| 2 |  | Rackmount Power, 9 Outlet, 15A, Basic Surge |  |  |
| 1 |  | 3 Space Text Drawer with Lock |  |  |
| 3 |  | Floor boxes include 1 ea cover, 1 ea gasket, 1 ea basket, mounting screw and hardware |  |  |
| 3 |  | Noise Control Panel for 4 D Inserts |  |  |
| 3 |  | RJ45, Passthrough for MPK |  |  |
| 1 |  | Amplifier, 80V, 100-240V, 8-channel, NA |  |  |
| 4 |  | Compact High Performance Two-Way Stairstep Speakers (Non-Powered) |  |  |
| 4 |  | Compact Two-Way Professional Loudspeaker Systems |  |  |
| 1 |  | Factory Service Commissioning |  |  |
| 4 |  | Hinge kit for steerable arrays |  |  |
| 4 |  | 18" Subwoofer, networked version |  |  |
| 2 | Black | High Output Steerable Array Module, 130 dB Peak SPL, 100 dB @ 30m whole sp. |  |  |
| 2 | Black | High Output Steerable Array Module, 130 dB Peak SPL, 100 dB @ 30m whole sp. |  |  |
| 4 | Black | U bracket for Speaker |  |  |
| 8 | White | 6.5'' Professional Series In-Ceiling Speaker (each) |  |  |
| 1 |  | Control Server A web services platform for AV control. |  |  |
| 1 |  | 12 Analog inputs, 8 analog audio Digital Signal Processor with AEC-2 Co-processor |  |  |
| 2 |  | Touch screen control capability |  |  |
| 7 |  | 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable decoder |  |  |
| 13 |  | HDMI Cable (Male to Male) with Ethernet, 6' |  |  |
| 12 |  | 7 foot CAT 6 Ethernet cable |  |  |
| 1 |  | A/V Encoder (Wall Plate) |  |  |
| 1 | Blue | 6ft Cat 6 Snag-less Unshielded (UTP) Ethernet Network Patch Cable |  |  |
| Quantity | **Color** | **Description** | **Meets Specs** | **Exceeds Specs** |
| 1 |  | HDMI Cable (Male to Male) with Ethernet, 15' |  |  |
| 5 |  | 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable encoder |  |  |
| 2 |  | 2.5mm, 2.5mm LED Wall 16 ft x 9. ft Resolution 1920x1080 w/mounting hardware and LED Controller |  |  |
| 500 |  | CDT 2 Conductor 12-gauge audio cable |  |  |
|  |  | Installation and Programming |  |  |
|  |  | Additional misc. supplies as needed for complete installation. |  |  |