

# REQUEST FOR PROPOSAL NUMBER 2021-12

## COUNCIL CHAMBERS UPGRADES

**If you have questions regarding this RFP please email them to [bidresponses@cogs.us](mailto:bidresponses@cogs.us) prior to 4:00 pm, April 21<sup>st</sup>. Questions will be consolidated and answered in an addendum that will be posted at 4:00 pm on April 23<sup>rd</sup>. Bids must be in by 4:00 pm on Friday, April 30.**

### SECTION I. BACKGROUND AND PROJECT OVERVIEW

The City of Glenwood Springs hosts many public meetings in our Council Chambers space in City Hall, which seats approximately 75 people. This room contains an assortment of technology installed between 2002 and 2019. Over the years, the hardware in the room has become less reliable and is ceasing to fulfill our needs. After hosting virtual meetings for the past year, the City would like to continue to offer virtual access to in-person meetings, to increase accessibility for our community. The high-level goal for this project is to redesign the technology in Council Chambers for ease of use and reliability while hosting internal, external, and public hybrid meetings. The room should feel inclusionary and accommodate ADA compliance and Spanish language translation. City Council meetings are broadcast live to YouTube and Comcast Channel 10.

### SECTION II. STATEMENT OF WORK

#### A. Scope of Services

The City of Glenwood Springs is seeking a contractor to design and install new audio-visual equipment in Council Chambers. The respondent is encouraged to identify their experience, capabilities, and pricing proposal in their response (see Section III). This contractor must provide complete and accurate room documentation, training, and a service contract/warranty at project completion.

Design must include the following systems/capabilities:

- Easy switching between broadcasting from the room or using the room for video conferencing
- Highly reliable functionality
- Allow for high quality hybrid virtual/in-person meetings
- Talk timer that visually counts down three minutes with the option to adjust time
- Easy viewing of presentations, virtual attendants, and talk-timer count-down from all seating areas via commercial grade televisions throughout the room
- Personal table microphones and speakers for 7 seats at the dais and 3 additional seats at the front of the room for the Clerk, City Manager, and City Attorney
- Clerk must be able to record audio from their seat in chambers
- Voting System
- Concurrent Spanish language translation
- ADA Compliance

We strongly prefer to not utilize transitory wireless or handheld microphones for video conferencing. Existing equipment may be reused if appropriate. The City IT department will provide any required Windows PCs or computer monitors.

## **B. Period of Award**

The effective date of providing the required product and services shall be from May 10, 2021 through June 30, 2021 for installation and an additional three years for warrantee.

If the City desires to extend the service contract, not later than thirty (30) days prior to expiration, the City shall send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing proposal from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

## **SECTION III. PROPOSAL SUBMISSION AND RESPONSE FORMAT**

Following are the response requirements for this RFP. All specific response items represent the minimum information to be submitted.

### **A. Proposal Submission**

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed below. Proposals that are determined to be at a variance with this requirement may not be accepted. The City only accepts proposals that are sent to [bidresponse@cogs.us](mailto:bidresponse@cogs.us) prior to the deadline.

Late proposals cannot not be accepted. The official time of submittal will be the time stamp on the email received by the City.

Please put BD2021-012 in the subject line of your proposal email and make sure your proposal contains the following information:

- Company Name
- Contact Person and Information

### **B. Response Format**

Please submit your response in one pdf document if possible. You may also submit supporting files in other generally recognized formats. The following items are to be included in the order listed:

- 1. Cover Letter.** Include a cover letter introducing your company, summarizing your qualifications, and detailing any exceptions to this RFP.
- 2. Company Information**
  - Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
  - Identify the year in which your company was established and began providing contract installation services.
  - Describe your firm's financial status.
  - Please identify any lawsuits or litigation, past or present, that your firm has been a party to.
  - Describe any pending plans to sell or merge your company.
  - Provide a comprehensive listing of all the services you provide.

**3. Use of Subcontractors/Partners**

There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your proposal must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

**4. Evaluation Criterion #1 - e.g., Company and Personnel Qualifications**

- a. Provide information from at least three accounts of similar scope, preferably in the Roaring Fork Valley. Include, at a minimum, the following information: 1) company name, 2) contact name, 3) phone number, 4) email address, 5) brief description of project scope and current status. The City reserves the right to contact the references provided in your proposal as well as other references without prior notification to you.
- b. Provide the names and resumes of the key personnel that will be performing the proposed services, including the primary project manager.
- c. If applicable, list the names of the subcontractors you expect to use, the services to be provided by the subcontractors and the amount of time that each is expected to spend on the project.

**5. Evaluation Criterion #2 - e.g., Project Timeline**

- a. Illustrate the timeline in which your company expects to complete this project, including acquiring equipment, scheduling work, completing installation/configuration, and providing training to City staff.

**6. Evaluation Criterion #3 - e.g., Value/Cost of Efforts**

- a. Provide a cost for the proposed installation services and any other applicable fees that are necessary to meet the requirements listed under the *Scope of Services*, above. In addition to your itemized official quote, please include one cost page including only the following categories: Equipment, Labor, Travel Expenses, Additional Fees, and Service Contract. These rates will be considered valid throughout the project.

Please feel free to submit any other information or ideas that you feel could improve our project.