



Request for Proposals

City of Douglasville

Conference Center Audio/Video Upgrade Project RFP 2020-002

The City of Douglasville (City) is requesting competitive sealed proposals to modernize the conference center with the latest Audio Visual (AV) and Digital Signage technology by designing and installing in the Douglasville Conference Center's AV System. The Douglasville Conference Center consists of: 1 boardroom, 1 auditorium, 3 meeting rooms, a partitioned ballroom with sections A-F, a lobby and pre-function area.

The contractor will provide all relevant audio, video, and automation hardware and software for this project. This project includes the removal of an existing system including racked equipment, and old components. The design should not include components that are proprietary to the vendor unless noted and approved by the City. The contractor will provide documentation of all hardware, component placement, and wiring in the form of "as-built" auto cad drawings at the completion of the installation. The City shall provide electrical power; however, the contractor must utilize existing infrastructure such as conduits to and from the electrical closet where the head end rack will be located.

Proposal submission deadline is May 22, 2020 by 10.00 AM. Proposals will be opened on May 22, 2020 at 10:10 a.m. at 6695 Church Street, Douglasville, Ga Conference Room B.

Please send all written questions to: procurementav@douglasvillega.gov. The deadline to submit questions is : **May 15, 2020 by 5:00 pm.**

Sealed proposals must be submitted on paper to ATTN: Sue Raajan, 6695 Church Street, Douglasville GA 30134. The front of the sealed envelope of the proposal must state the name of the proponent and the project name and number: RFB 2020- 002 (Conference Center Audio/ Video Upgrade Project 2020). Proposals should be submitted in one paper original and three paper (3) copies, as well as an electronic copy: USB drive.

All proposals must comply with all applicable general and special instructions. The City of Douglasville reserves the right to reject any proposal that is non-responsive or incomplete or to reject all proposals. *All proposals must be for completion of the entire project* – any work intended to be subcontracted must be noted on the Proposal Sheet. Proposals must include a completed E-verify Contractors and Subcontractors Affidavit and Contractor's Oath to be considered. All proponents shall comply with all statutory requirements for ethical bidding, and with the Georgia Security Immigration Compliance Act.

Please note that there will be a mandatory pre-proposal meeting on May 13, 2020 between the hours of 9 am and 5 pm at 6700 Church Street, Douglasville, Ga. Please [email procurementav@douglasvillega.gov](mailto:procurementav@douglasvillega.gov) not later than May 11, 2020, to set up a meeting time; please note, each meeting will only have one proponent to comply with social distancing guidelines.

DETAILED PROJECT DESCRIPTION

The project consists of upgrading City's Conference Center AV system as follows:

- A. Install new widescreen displays in each of the conference rooms, using laser projectors and screens or LCDs.
- B. Replace existing cameras in the auditorium with new HD cameras that can function in manual control and automatic modes with custom presets. Automatic mode must provide switched video feed based on which microphone is in use. Manual mode must provide for

- control of the cameras from the hub room and in each conference room.
- C. Program custom presets for all equipment for each conference room.
- D. Install and program new wireless microphones and lapels that are routable to all conference rooms.
- E. Replace existing wired microphones and cabling with new equipment. Controls must be adjustable for each individual microphone and speaker zone, to prevent noise feedback.
- F. Replace existing touch panels and controllers that are used to control the conference rooms with new units, sufficient to offer full control of the room.
- G. All conference room controls must have the capability of wireless controls from an iPad or wireless module.
- H. Entire system must be routable to each conference room, including audio and video. All wall panels need new HDMI input/ output and XLR input/ output connections. Content must be able to display from mobile devices such as iPads, iPhones, and Android devices. Contractor will provide training on all AV equipment and documentation on how to use all equipment.
- I. Replace current Crestron Digital Media Chassis switcher.
- J. Replace all floor boxes with new modules.
- K. Replace digital signage system, which include 13 displays and software. Install large digital information kiosk in lobby. Install a wide screen display behind lobby front desk.
- L. Update all rooms with the capabilities and equipment from the specifications sheet below for each specific conference room.

Conference Center AV Project Spec Sheet:

All Rooms:

- A. Entire system must be routable from room to room, including audio and video.
- B. Each room requires presets customized for that particular room.
- C. Use wireless iPads or wireless Crestron modules for controls.
- D. All rooms require either a new projector and screen or LCD with wide screen.
- E. All wall panels need HDMI input / output and XLR input and output
- F. Controls must be adjustable for each individual microphone and speaker zone, to prevent noise feedback.
- G. 6 wireless microphones and 3 lapels.
- H. All current equipment residing in all conference rooms will be replaced except for speakers, unless damaged.

Boardroom: (1)

- A. AV inputs HDMI and power located on or near the table for laptop connectivity. City has existing floor box below the table.
- B. Larger television, 70 - 80"
- C. Supply cam and microphones for recording meetings. Must be routed back to the control room.
- D. Barco wireless videocast

Auditorium: (1)

- A. Supply HDMI ports near the 2 side desks located both in floor boxes and wall plates and for laptop projection.

- B. Supply 14 microphone inputs and 2 wireless microphones for front desk.
- C. New floor boxes
- D. Barco wireless videocast

Ballrooms: (5 Rooms Partitioned)

- Barco wireless videocast
- New wall plates connections.
- HDMI and XLR in and out....
- Replace projector with widescreen laser projects.
- Add hidden projector to additional ballroom.

Meeting Rooms: (3 Rooms)

- Replace projector in Meeting Room 1
- Add projector/LCD to Meeting Room 2 & 3

CONTRACT DURATION

The successful proponent shall complete the project within 60 days after receiving the Notice to Proceed by the City. If the project cannot be completed within that time, please attach to the proposal a timeline for completion.

PROPOSAL INFORMATION:

A performance bond and a payment bond, each in the amount of 100% of the contract sum and for the term of the contract, will be required from the successful proponent. Proposals may not be withdrawn for a period of 60 days after the due date for receipt of proposals.

SPECIAL REQUIREMENTS

1. General:

Regular working hours are Monday through Friday, 7:00AM to 7:00 PM. Additional work times may be allowed but will require prior approval from the City. A 24-hour contact shall be provided to the City.

2. Liquidated Damages

Liquidated Damages will be assessed at \$500 per day for failure to substantially complete the project within the contract duration.

3. Schedule of Work:

The Contractor shall submit a master schedule of work to be performed 5 business days in advance of starting and a project update list will be submitted to the project manager weekly. All tasks will be coordinated and scheduled with the City of Douglasville's Conference Center & Tourism Director, Jennifer Johnson.

4. Holidays:

The Contractor shall not work on any City or Federal holidays (actual or observed). A list of the official holidays can be found on the City's website.

5. Timetable:

May 5 th - May 22 nd , 2020	Request for Proposal advertised.
May 11 th , 2020	Last Day to set up appointment for pre-proposal meeting
May 13 th , 2020	Pre-proposal meeting by appointment 9am-5 pm
May 15, 2020 5:00 p.m.	Last Day for questions to be emailed
May 22, 2020 10:00 a.m.	Deadline for proposal submission
May 22, 2020 10:10 a.m.	Opening of Proposals

PROPOSAL INFORMATON

All proposals must be submitted with one paper original and three paper (3) copies, as well as an electronic copy. An USB drive is sufficient for this request).

A valid W-9 form is required.

For proponents which are companies or firms, a certificate of existence issued from the Secretary of State must be provided with the proposal. For contract purposes, the name of a project manager or lead person with contact information should be included in the proposal package.

Submit proposals to:

Sue Raajan, Senior Accounting
Specialist Douglasville City Hall
6695 Church Street
Douglasville, Georgia 30134
770-920-3000

All proposals must be submitted in a sealed envelope addressed to Sue Raajan by 10:00 am on May 22, 2020. Proposals received after this date and time will be deemed invalid and not considered. The City of Douglasville reserves the right to reject all proposals at its sole discretion.

Evaluation of Proposals

The evaluation by the Selection Committee will be based on the Selection Criteria listed below. The City will appoint a committee of key staff members (Selection Committee) to review each response to this RFP and provide a rank list of all the Firms.

1. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Points: 15
2. Experience/Performance – Review of past performance on City of Douglasville projects or other projects of similar nature and complexity as the proposed project; overall responsiveness to City’s needs. Points: 25
3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. Provide in detail the services your firm will be providing. Points: 10
4. References—Reference will be contacted and asked a series of questions regarding the client’s previous projects, completion, thoroughness, timeline, etc. Points: 15
5. Fee Proposal – 35 points

Final Selection

After ranking of the proposers by the Selection Committee, final selection of a successful proponents shall be made by the City’s Mayor and Council, which may interview some or all of the proponents.

Proponent Reference Sheet

References must be provided by ALL responding proponents using the form below. It is the vendor's responsibility to provide COMPLETE and ACCURATE reference information on the form below, INCLUDING PHONE NUMBERS AND EMAIL ADDRESSES.

1. _____
Company

Address, City, State, Zip Code Telephone

Number Name of Contact Person

E-Mail Address

Type of Project

Dates : _____

2. _____
Company

Address, City, State, Zip Code Telephone Number

Name of Contact Person

E-Mail Address

Type of Project

Dates : _____

3. _____
Company

Address, City, State, Zip Code Telephone Number

Name of Contact Person

E-Mail Address

Type of Project

Dates : _____

4. _____

Company

Address, City, State, Zip Code Telephone

Number

Name of Contact Person E-Mail

Address

Type of Project

Dates : _____

5. _____

Company

Address, City, State, Zip Code Telephone

Number

Name of Contact Person E-Mail

Address

Type of Project

Dates : _____

Georgia Security and Immigration Compliance.

Compliance with the requirements of O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this contract. Contractor certifies that it has the following number of employees (check one appropriate box):

____500 or more employees, or

____100 or more employees, or

____fewer than 100 employees,

as identified in O.C.G.A. 13-10-91. In the event the Contractor employs or contracts with any subcontractor(s) in connection with this contract, the Contractor will secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor. The contractor's compliance with the requirements of O.C.G.A. 13-10-91 and Rule 300-10-1-.02 is attested by the execution of the contractor affidavit as shown in Rule 300-10-1-.07, or a substantially similar contractor affidavit, which document is attached to this Contract, and is a part of this Contract.

In the event the Contractor employs or contracts with any subcontractor(s) in connection with this contract, the Contractor will secure from such subcontractor(s) attestation of the subcontractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time. Such subcontractor affidavit shall become a part of any contractor/subcontractor agreement.

CONTRACTOR AFFIDAVIT AND AGREEMENT REGARDING GEORGIA SECURITY AND IMMIGRATION COMPLIANCE.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Douglasville has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Douglasville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Douglasville at the time the subcontractor(s) is retained to perform such service.

Company ID Number: EEV/Basic Pilot Program*

Authorization Date

Name of Contractor

Name of Project

City of Douglasville

Name of Public Employer

Signature by Authorized Officer or Agent

Date

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Printed Name of Authorized Officer/Agent of Contractor

Title of Authorized Officer/Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE ___ DAY OF _____, 20___

Notary Public

My Commission Expires: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SUBCONTRACTOR AFFIDAVIT FOR GEORGIA SECURITY AND IMMIGRATION COMPLIANCE.

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13- 10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) _____

_____ on behalf of the City of Douglasville has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

Company ID Number: EEV/Basic Pilot Program*

Authorization Date

Name of Subcontractor

Name of Project

City of Douglasville

Name of Public Employer

Signature by Authorized Officer or Agent

Date

Printed Name of Authorized Officer/Agent of Subcontractor

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Title of Authorized Officer/Agent of Subcontractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE ___ DAY OF _____, 20___

Notary Public

My Commission Expires: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

EXHIBIT
CONTRACTOR'S BIDDING OATH

We, the undersigned do hereby swear under oath that regarding the subject work, we have not violated OCGA subsection 36-91-21(d) by preventing or attempting to prevent competition in bidding, by preventing or endeavoring to prevent anyone from making a proposal or proposal therefor by any means whatever, nor by inducing another to withdraw a bid or proposal for the work.

Further, if the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for the contractor in bidding for or procuring the contract are shown and signed below. If the contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the contract are shown and signed below.

Sworn or affirmed this _____ day of _____, 2020.

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____
