

## **Request for Proposals (RFP) to provide the City of Auburn with Audio and Visual equipment and services for its City council chambers**

PURPOSE: The City of Auburn seeks to improve and overhaul the system of audio and video equipment in its City Council chambers. With this RFP, the City is soliciting proposals from qualified vendors to provide it with such equipment and equipment installation/removal services.

GOALS AND OBJECTIVES: The City's goals for this project are: (1) to potentially reduce the overall number of audio and video units currently serving the City's council chambers (see attached listing of currently installed equipment as a reference); (2) to reduce the complexity of the council chambers audio/video system; and (3) to update and upgrade the equipment and systems by removing unnecessary or duplicative equipment and streamlining the system with newer, more advanced units. Enrich

### SCOPE OF WORK:

1. General scope of work requirements. Proposals submitted in response to this RFP must include:

- Audio/video systems equipment and software to easily and efficiently allow a single City staff member to monitor, record and "stream" City council meetings on internet sites and platforms (such as Youtube, ZOOM, etc.);
- a provision for the installation and removal of equipment, and the technical servicing of system equipment, hardware and software;
- a provision for training on the use of any installed systems/equipment, to include the potential for testing of the system and equipment;
- the potential for a contract with the City for the provision of such equipment, system and services;
- potential vendor qualifications and experience:
  - Potential Vendors 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, any legally required licenses the vendor and/or its employees hold, 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.
  - If selected, Vendor, and any of their employees who work with the video system, must agree to submit and pass a criminal background check if requested by the City.

2. Audio/video equipment and software considerations. In addition to the above, proposals submitted in response to this RFP must address the following technical considerations:

Technical considerations:

A list of the current audio and video equipment that the City uses in its City Council chambers, and a diagram of the chambers space are included at the end of this RFP for reference. The City seeks vendors who can provide equipment that meets or exceeds the specifications and standards of the City's current equipment, while fulfilling the system simplification and updating goals expressed in this RFP.

- Compatibility with existing City software/systems (unless the Vendor determines that existing systems should be removed pursuant to an accepted proposal)
- Capability to produce digital duplicates of audio/video recordings.
- Capability to stream over Zoom and YouTube with the ability for viewers to comment live.

System Warranty:

- Minimum warranty for all hardware, and software with option to extend warranty
- Maximum time allowed for replacement of inoperable equipment by the vendor

Data/recording Storage:

- Ability to export video in an industry standard file format
- Acknowledgment that all data is property of the city and must be made available at no additional cost
- Storage solution with data protection.

Financial considerations:

- Unit price for any item of equipment and/or service to be purchased by the City
- Initial installation/removal project costs are not to exceed \$50,000
- Annual price for equipment maintenance and support
- Rates for training services, if any
- Clear indication of any additional proposed costs (for data storage, equipment replacement, etc.)

Other considerations:

- Project working schedule includes completion of daily work to accommodate regularly scheduled Monday evening City council meetings.

- All project work must be completed by March 29, 2024.

SELECTION PROCESS AND ANTICIPATED TIMEFRAME: City representatives will evaluate submitted Proposals on a 100 point scale, with the goal of awarding a contract to the Potential Vendor whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City's best interest. The City will base its proposal evaluations on the required criteria listed, and the following points based considerations:

- Responsiveness of the proposal to this RFP **(10 points possible)**
- Demonstrated experience in audio/video system installation, configuration and training **(30 points possible)**
- Total proposal costs (including all labor and any applicable taxes) **(30 points possible)**
- Demonstrated ability to meet project schedule and budget **(30 points possible)**

*Request for Demonstration, Testing, and training:* During its selection process, the City may require a vendor to demonstrate and allow testing of/training on its equipment/system to evaluate the following:

- Ease of Use by a single City staff member
- Equipment Functionality
- Video Download Capability
- Ease of Storage System
- Data Distribution Capability

If so required by the City, a vendor will attend a testing date and provide training to City staff who will test that vendor's system. Such vendor will advise of any pre set-up or equipment requirements needed. All units undergoing testing will be returned to the proposer at the proposer's expense following the testing and grading of the units.

SUBMITTAL DEADLINE: Proposals submitted in response to this RFP are due by Jan. 23, 2024.

STANDARD PROPOSAL TERMS:

1. Potential Vendors shall only submit one proposal per firm.
2. Proposal format. Proposals should not exceed 50 pages. Other attachments may be included with no guarantee of review. Proposals shall be on 8-1/2" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested.
  - Proposals shall be signed by an authorized representative. All information requested must be submitted. Failure to submit all information requested may result in the City 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 they cannot be waived and are not subject to negotiation.

- Proposals should provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotional materials are not required or desired.
- Proposals must be submitted in a sealed envelope plainly marked with the name and address of the Potential Vendor and this RFP title: “Council chambers A/V RFP.” 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.
- This RFP and any resulting contract are subject to the Auburn City Council’s budgeting and funding approval.

3. Vendor communications with City and questions during RFP process.

(a) Vendor questions. Any potential vendor questions regarding the meaning or interpretation of any RFP provision must be submitted by email to Jonathan Glover at [jglover@auburnwa.gov](mailto:jglover@auburnwa.gov) no later than Jan. 18, 2024. Questions received other than by e-mail or after this deadline will not be considered. Jonathan Glover is the only contact for this RFP. Responses to any questions will be posted on the following City website: [https://www.auburnwa.gov/city\\_hall/documents/request\\_for\\_bids\\_proposals](https://www.auburnwa.gov/city_hall/documents/request_for_bids_proposals)

(b) Vendor communications with City. Subject to the exceptions below, from the date the RFP is issued until a contract is executed, communication regarding this project between potential vendors and individuals employed by the City is prohibited. Only written communication with the above designated contact is permitted. Once the City announces its vendor selection, that Vendor will be permitted to speak with the City in contract negotiations. Violation of these conditions may be considered sufficient cause to reject a vendor’s proposal and/or selection irrespective of any other condition.

(c) Exceptions. The following exceptions to these restrictions are permitted:

- Contacts made pursuant to any pre-existing contracts or obligations; and
- Presentations, key personnel interviews, clarification sessions or discussions to finalize a contract, as requested by the City.

4. Public records and proprietary information. All information and data contained in a submitted proposal becomes City property potentially subject to public disclosure under RCW 42.56. All proprietary information the Potential Vendor wishes the City to withhold from the public must be submitted in a sealed package, which is separate from the remainder of the bid. The separate package must be clearly marked PROPRIETARY on the outside of the package.

The marking and submission of information in this manner does not guarantee its exemption from public disclosure, and the City makes no representations regarding its ability to exempt any submitted materials from public disclosure.

5. Acceptance or rejection of proposals. The City reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City, to reject the low-price Proposal, to accept any item of any Proposal, to reject any and all Proposals, and to waive irregularities and informalities in any Proposal submitted or in the Request for Proposals process. Proposals that are not prepared in accordance with these instructions to vendors may be rejected or disqualified. If not rejected, the City may require the correction of any deficiency and accept the corrected Proposal.

6. Law applicable to this RFP. The laws of the State of Washington shall govern, and Washington shall be the jurisdiction for any litigation under this RFP, regardless of the place of business, residence or incorporation of the Vendor.

7. Withdrawal of proposal. A potential vendor may withdraw any submitted proposal by email to Jonathan Glover at [jglover@auburnwa.gov](mailto:jglover@auburnwa.gov). To be effective, an e-mail purporting to withdraw a submitted proposal must:

- be clearly titled “withdrawal of proposal” in the e-mail subject line;
- must clearly identify the vendor;
- must identify this RFP by its title: “Council chambers A/V RFP”; and
- must be received by the City on or before the proposal submission deadline.

8. Indemnification and insurance.

- The selected vendor will agree to defend, indemnify, and save harmless the City, its City Council, employees and agents, from and against any and all claims, suits, actions liability, loss, damage, expense, cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, which may be brought against, or suffered or sustained by, the City or its City Council, employees or agents caused by, or alleged to have been caused by, the negligence, intentional tortuous act or omission, or willful misconduct of Vendor, its officers, employees or agents in the performance of any services or work pursuant to this Proposal or a resulting Agreement.
- If the Proposal is accepted, vendors shall acquire and maintain Workers’ Compensation, employer’s liability, commercial general liability, owned and non-owned and hired automobile liability, and professional liability insurance coverage relating to Vendor’s services to be performed hereunder covering City’s risks in form subject to the approval of the City Attorney and/or City’s Risk Manager.

9. Prevailing wages. It shall be mandatory upon the contractor(s) to whom the contract is awarded (and upon any subcontractor thereof) to pay RCW 39.12 prevailing wages to all laborers, workers and mechanics employed by them.

## Equipment List

Item	Description	Qty
	Council Chambers	
	CAMERAS / INPUTS	
AW-HE130WPJ	Panasonic AW-HE130 HD Integrated Camera (White)	4
NB-UIIM-MCA	Nigel B -White Finish Anti Vibration Camera Adaptor Pole Mount	4
560849	Intellinet Network Solutions 16-Port Fast Ethernet PoE+ Switch	1
VC-1-SC	Roland Systems Group - Up/Down/Cross Scan Converter to/from SDI/HDMI with Frame Sync	2
	BROADCAST VIDEO	
MICA	BroadcastPix - HD switcher with 8 HD/SD SDI inputs, 1 SDI key cut input, 2 channels clips, 2 channels animations, 4 channels graphics. Outputs 6 HD/SD SDI, 2 DVI, with program, preview, clean feed, PowerAuxA and B. Comes standard with 3 keyers with option to upgrade to six keyers. Each keyer has a DVE for PIP. 250GB Clip store holds up to 30 hours of H.264, ProRes and DNxHD clips. Harris GS CG. Fluent-View monitoring is customizable on 2 monitors with all inputs, file libraries, keys, 4 outputs, clocks and touch-screen enabled. Fluent-Macros automate effects with switcher and file recalls. Virtual Sets with easy set creation. Network file-based workflow with Fluent Watchfolders. 3 panel licenses for physical and SoftPanels. Device control of AJA recorders and Blackmagic HyperDeck Studios and ViewCast Streamers. Minimal constant system delay. Version 4 .0 software with ClearKey chromakeyer. Mica is 4RU. Ships with keyboard, mouse, owners manual. Monitors not included. All new systems shipping prior to the release of Version 4 will receive a free upgrade.	1
CP1000	Broadcast Pix 1000 control panel - 9 input bus with smart switch control surface	1
802	Broadcast Pix - Panasonic Camera Control, Control up to 9 Panasonic cameras, software only.	1
601	Broadcast Pix - On site Training: First Day. Includes expenses in North America, with 4 weeks notice.	1
602	Broadcast Pix - On site Training: Each additional day, to extend the training session in Option 601.	1
997-6848-00	Planar Helium PCT2785 27" Widescreen Multi-Touch Monitor.	2
BT-LH1850PJ	Panasonic -BT-LH1850PJ - 18.5" HD/SD multi-format monitor with 1366 x 768 resolution. Offers two HD/SD-SDI inputs with switchable output, HDMI, DVI, analog composite video, two-channel analog audio (pin jacks x2) input, embedded audio via the SDI and HDMI input and audio monitoring via built-in speakers and headphone output. Worldwide 59.94 Hz /50Hz system frequency compatibility including 1080/24PsF. High quality features include true color processing with 3D-LUT, HD/SDI Closed Captioning, Pixel to Pixel mapping, Wave Form and Vector Scope, Color Audio Meter, RS-485 IMD remote, Tally Lamps, Markers and more. Eco-friendly / low power consumption display offers Integrated AC power supply and DC 12V. Standard screw holes for installation on commercially available VESA mounts. Tilt stand comes standard.	1



Item	Description	Qty
Ki Pro Rack	AJA Video Systems - NEW-Rackmount Digital File Recorder, with Apple ProRes 422 and DNxHD, includes: 2 x AC Power Cords, (No Storage Modules included)	1
KI-STOR500	AJA: KI-STOR500 500GB HDD Storage Module with FireWire800 connection	2
ADVC-G2-NA	HDMI and SDI to Analog and SDI Multi-Functional Converter/Scalar - Frame synchronizer	1
BMD-CONVMSDI...	BMD-CONVMSDIDA Mini Converter - SDI Distribution*	1
BMD-CONVMCA...	BLACKMAGIC DESIGN Mini Converter - Audio to SDI*	1
TF1-CA	YAMAHA 16 faders + 1 Master fader. 16 onboard Mic/Line analog inputs. 32 mono + 2 stereo	1
NY64-D	Yamaha Dante I/O expansion card for TF series consoles	1
HS50M	YAMAHA 70W Powered 2-way Studio Monitor with 5" Woofer and 0.75" Tweeter (ea)	2
Custom Control ...	Martin and Ziegler 5 Bay Control Console, no backs. Bays 2-4 below desk top are equipment openings with drilled and tapped rack rail, front only. 10 ' long desk top.	1
IPAD-RETINA-1...	COUNCIL CHAMBER AV Apple - iPad with Retina display Wi-Fi 16GB - Black	1
CircleBox	Circle Technology - CircleBox and Software for PC	1
CU 5905	Shure Microphone Control Equipment CU 5905 Central Unit, For Microphone and Interpretation control Accessories included: Tool for XLR socketDC 5980 P Overlay (GB): CM (2), IS (3), "Delegate - One button" Mic On/Off (1)	1
DC 5980 P	Shure Portable Conference Unit and Microphones DC 5980 P Conference Unit w/XLR - Configurable as CM/DM/IS - Lockable XLR plug for GM - Loudspeaker - Mute and Speak button - Headphone Volume Control - Ch. Selection, Interpretation 2 channels	17
GM 5924	Shure GM 5924 Gooseneck Mic. w/LED, w/XLR plug, 50 cm long, black	17
DC 5980 P ACC-...	Shure DC 5980 P Overlay: "Delegate - One button" Mic On/Off (Qty of 10 labels)	2
MXA910	Shure Ceiling Array Mic	1
SCM820-DAN	Shure - Eight Channel Digital Automatic Mixer, Block Connectors, Dante™ Digital Audio	1
SLX124/85/SM5...	Shure - Wireless System, includes SLX4 Diversity Receiver, SLX1 Bodypack Transmitter, Microflex®WL185 Cardioid Lavalier Microphone, SLX2/SM58 Handheld Transmitter with SM58 Microphone	2
UA221	Shure Passive Antenna Splitter/Combiner Kit.	1
UA505	Shure - UA505 - Mounting Bracket / BNC Adapter	2
I15-L	Sennheiser ME36 lobar mini shotgun capsule, MZH3015 gooseneck, MZT30 flange mount and MZS31 shock mount	1
IC-650-T	Klipsch - 70V Ceiling Speaker	6
PA2250T	EV Dual Channel Commercial Sound Power Amplifier, 2 x 270 watts at 4 ohms, 70V/100V or Low Impedance Operation, Compact 2RU Chassis, 110/120 vac operation	1

Item	Description	Qty
Lighting Package	Lighting Package Supplied - 23 Fixtures To be installed by Electrical Contractor	1
INT	Integration services includes: Installation, cables, connectors, and deployment of system.	1





ITEM#	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
10000 00 000000	STANDARD AND CONTROL	1	CONVERSION		
10000 00 000000	QTY CHAMBER 0	1	CONTROL ROOM		
10000 00 000000	QTY CHAMBER 1	1	SYSTEM		
10000 00 000000	QTY CHAMBER 2	1	CONTROL ROOM		
10000 00 000000	QTY CHAMBER 3	1	SYSTEM		
10000 00 000000	QTY CHAMBER 4	1	ELECTRIC		
10000 00 000000	QTY CHAMBER 5	1	PLUG-OUT		
10000 00 000000	QTY CHAMBER 6	1	CUSTOM PANEL		
10000 00 000000	QTY CHAMBER 7	1	REFLECTED CEILING		
10000 00 000000	QTY CHAMBER 8	1	WALL SURF-TON		
10000 00 000000	QTY CHAMBER 9	1	SYSTEM		

The figure contains 12 technical drawings for the 'AUBURN' building, organized into three rows and four columns.

- Row 1:**
  - ABBREVIATIONS:** A list of abbreviations for various components and materials, organized into two columns.
  - CONNECTOR TYPES:** A table listing connector types and their corresponding part numbers.
  - MOUNTING WIRE CONNECTION:** A diagram showing the connection of mounting wires to a structure.
  - PLAN WIRE CONNECTION:** A diagram showing the connection of plan wires to a structure.
- Row 2:**
  - Diagram 1:** A wiring diagram showing a connection between a terminal block and a component.
  - Diagram 2:** A wiring diagram showing a connection between a terminal block and a component.
  - Diagram 3:** A wiring diagram showing a connection between a terminal block and a component.
  - Diagram 4:** A wiring diagram showing a connection between a terminal block and a component.
- Row 3:**
  - Diagram 5:** A wiring diagram showing a connection between a terminal block and a component.
  - Diagram 6:** A wiring diagram showing a connection between a terminal block and a component.
  - Diagram 7:** A wiring diagram showing a connection between a terminal block and a component.
  - Diagram 8:** A wiring diagram showing a connection between a terminal block and a component.







