

REQUEST FOR PROPOSAL

Addendum #3

(posted February 4, 2019)

AV, Network & Security System- Rollins Edwards Community Center

MINIMUM PROPOSAL REQUIREMENTS

**Please address the items detailed below, in the order shown, in the Proposal. Each section should be clearly labeled, with pages numbered. Failure to include all items may result in the rejection of the Proposal. One (1) original and three (3) copies of the Proposal must be submitted.*

1. Experience

Provide information on recent, relevant or similar projects the Respondent has provided.

2. Past Performance

Provide two (2) client references within the past two (2) years, including contact name, phone number, email address and brief summary of services provided, that can attest to your quality of work, your team mentality, on-schedule performance, cost performance and return on investment.

3. Timeline

Provide an estimated project/milestone timeline from project start to project completion.

4. Cost

Proposals shall include all costs, incidental or otherwise.

PROPOSAL EVALUATION

All Proposals will be evaluated by a team of staff comprised of up to three (3) Town of Summerville employees. The Town reserves the right to include additional selection criteria as the need arises. Various elements will be weighted higher than others depending on how the elements impact on the total solution.

The Town will use a qualitative-based selection process using the following criteria:

- Experience
- Past Performance
- Estimated Project Completion Date
- Cost

The Town may contact references provided with the Proposal. The Town reserves the right to request clarification or additional information from Respondents and to consider independently obtained information. By submitting a Proposal, Respondent authorizes the Town to undertake such investigation as may be necessary to verify the Respondent's qualifications and reputation. The Town will select the most responsive and responsible Respondent determined to be the most advantageous by the Town in its sole discretion.

The Town reserves the right to interview and negotiate further with one or more Respondents. Selection and the issuance of a Notice of Intent to Award will be conditioned on approval of the selection by the Town Council of the Town of Summerville if the potential contract price is greater than \$25,000.00.