
COUNTY OF DAVIE
COMMISSIONER'S MEETING ROOM
AUDIO, VISUAL AND LIGHTING CONTROLS
UPGRADE
REQUEST FOR PROPOSALS (RFP)



Proposals Due:
April 23, 2018 @ 3:00pm

Direct Questions to:
John Gallimore, Chief Technology Officer
E-mail: jgallimore@daviecountync.gov
Phone: (336) 753-6040

I. BACKGROUND

A. About Davie County

Davie County (“the County”) is located in the piedmont area of North Carolina approximately 25 miles west of Winston-Salem; 75 miles north of Charlotte; and 20 miles east of Statesville. Interstate 40 traverses through the County along with other major roads including US 601, US 158, US 64, and NC 801. The land area of the County is approximately 265 square miles with a resident population of over 42,000.

Davie County operates under a Board of Commissioners-County Manager form of government. The Board of Commissioners consists of five elected members. Each Commissioner is elected to a four-year term. The Board of Commissioners (“Board”) is the policy-making and legislative authority of the County. The Board makes appointments to various boards and committees, and hires the County Manager. The County Manager is the Chief Executive Officer.

The County operates 22 departments delivering a wide array of services to the citizens of Davie County.

B. Project Summary

The County invites qualified vendors to submit responses to this request for proposal (RFP). The goal of this project is to update, add, and/or replace existing audio-video equipment, as well as assess and/or replace the lighting system in the Board of Commissioner’s meeting room, the adjacent conference room, the County Manager’s Conference Room and a new conference room on the 3rd floor. The source of funds for this project is the County’s General Fund. Based on the potential proposal costs, the project may be divided into two or more components.

Overall Project Goals:

- Modern and improved video display presentation to Board members, conference room users and the public
- Provide High-Definition(HD) video inputs/outputs
- Provide wireless display from any laptop or mobile device to the installed video displays
- Improve audio production and audio recording capabilities
- Improve reliability of entire system
- Update lighting control systems
- Design, install, implement and train staff on installed audio, video, and lighting system solutions to deliver a turn-key project for Davie County staff
- Reuse any existing equipment where possible and which meets project goals

Specific Project Goals

Audio System

- Improve sound quality for Board members, staff and the public
- Replace existing wall-mounted speaker system with in-ceiling speaker system in Commissioners Room, adjacent conference room and 3rd floor conference room
- Provide digital audio recording capabilities
- Provide digital audio signal processing
- Replace all microphones with small profile, high-quality microphones
- Provide control for Board Chairman and Clerk to enable/disable microphones
- Provide wireless microphones
- Provide separate sound controls for Board room and conference room
- Provide CD, DVD, and computer audio playback into system; insure presenter computer can input audio into sound system
- Provide audio controls which may be controlled remotely from within the room while in the seating areas or conference room

Video System

- Wireless presenting capabilities from any device(laptop or tablet) to the display screens(Board room and conference room) using County Wi-Fi or direct connection
- Wireless presenting capabilities from any device (laptop or tablet) to the view display in the Manager's Conference Room and new 3rd floor conference room.
- In-ceiling screen in Commissioner's Room with ability to raise/lower screen remotely
- Ceiling-mounted projector in Commissioner's Room connected to unified control system
- Replace existing video switching systems with a HD/4K capable video system
- Replace existing cameras with HD cameras with pan/tilt/zoom capability and remote control from video switcher
- Provide additional inputs/outputs with HD capability
- Provide large screen digital displays for presentation to and viewing by the Board and the public
- Provide individual digital displays on the dais for Board members
- Interactive video display for presenter to focus attention to presentation
- Provide large screen digital display for the conference rooms
- Provide unified control system with a touchscreen interface to manage presentation display from Clerk station
- Provide DVD and Blu-Ray disk video playback into system
- Replace presenter lectern with smaller form factor lectern; provide video display for speaker at lectern

Lighting System

- Reuse any equipment or wiring that is still serviceable
- Provide lighting control system to include separate controls for dais, presenter, public seating, conference room and control room; controls shall include switching and dimming from a central touch-screen interface on the Clerk station and in the control room;
- Provide separate wall-mounted lighting controls in the conference room
- Provide a timer and red and green indicator lights for presenters; timer and indicator lights must display to Attorney and presenter;

Miscellaneous

- New furniture for Clerk to include controls to manage presentations
- Replace presenter lectern with smaller form factor lectern; presenter to have remote control to advance slide presentations
- New equipment furniture/cabinets in control room to consolidate all equipment into a single cabinet;
- Provide technician work surface with to operate system and accommodate a laptop computer;
- Provide ventilation and improved lighting within the equipment room;
- Provide 2-way mirror or similar viewing of the dais and Board seating; alternatively, a separate camera and display in the control room may be proposed;
- Rewiring control room and improving wire management generally to accommodate system expansion(additional cameras, microphones and video outputs)
- Provide additional electrical, audio and video outputs in presenter table, clerk table and conference table to accommodate computer connections
- Reroute electrical and network connections at Clerk table and Conference table to hide visible cabling
- Any equipment removed from service remains the property of the County
- On-site training on new equipment, with on-going telephone support and optional on-site support
- List cost of annual maintenance and support(if available) of systems
- All user guides and documentation for equipment shall be provided to the County
- All proposed equipment must be new and current year model; older/out-of-production/discounted equipment shall not be considered;

C. **Current Commissioners Room Configuration**

Project Area Description

The Board of Commissioners Room (“Room”), located in the County Administrative Building, is a location where elected officials, County staff, and the public meet to conduct official County business. The primary use of this facility is to host regular and special Board of Commissioner meetings, informational meetings, committee meetings, workshops and staff training meetings.

Prospective vendors are encouraged to make an appointment with the RFP contact to physically survey the Room and understand the existing audio, video and lighting systems.

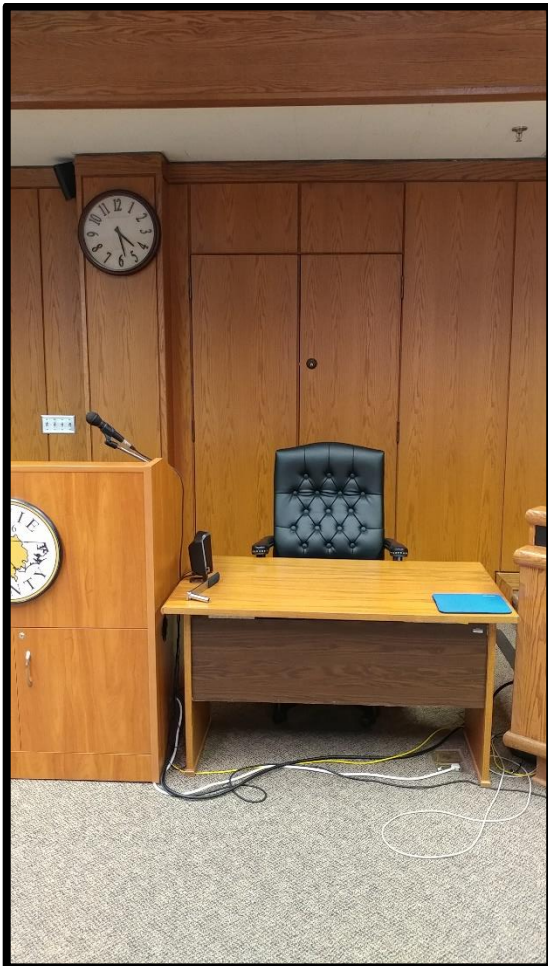
The Room is approximately 24 feet wide and 37 feet deep with a maximum height of 8 feet-8 inches. A tray ceiling extends an additional 1 foot about the normal ceiling height. The room includes a dais for the Board located at the east side of the room with seating for seven (7). Presenters use a lectern to display presentations to the Board. The Clerk sits to the left of the dais at a separate table. All existing control equipment is located in a closet/storage room behind the Clerk. Audience seating begins approximately 14 feet from the dais and consists of 4 rows of 10 chairs in a single group. Additional seating for the public is located around a large conference table to the rear of the room.



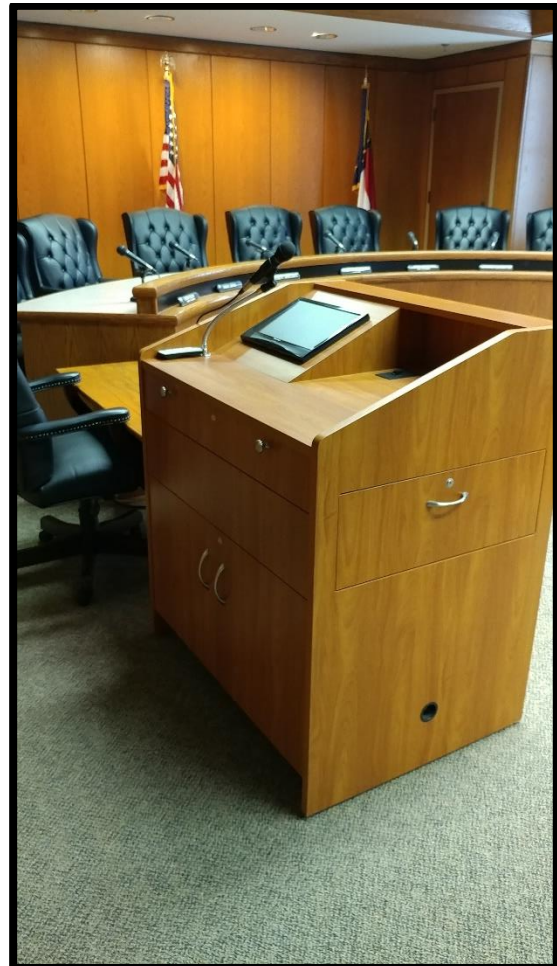
View of Board Room and seating area



View of room and public seating from the dais



Clerk table



Presenter lectern



(2) ceiling-mounted video displays

(also showing ceiling-mounted camera and wall-mounted speaker)



(1) of (4) Ceiling-mounted PTZ analog camera



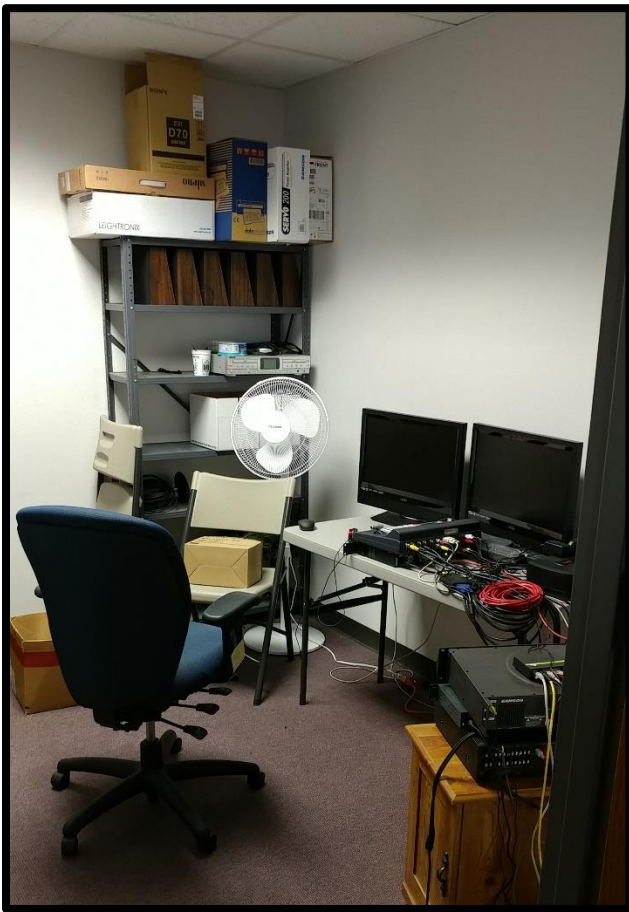
Conference room table and seating

(Note wall mounted speakers and ceiling mounted projector to be removed)

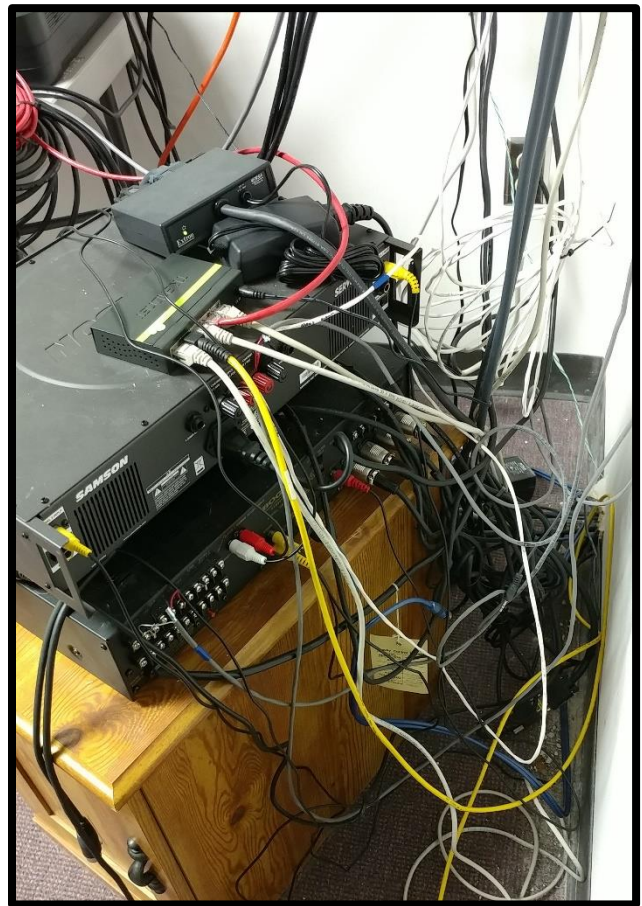


Conference room lectern

All Audio and Video equipment is located in the closet.



Equipment closet



View of existing cabling



Digital video switcher



Amplifiers and sound controls

Current Audio / Sound Configuration

- a) (9) Bogen HDU 250 microphones with bases
- b) (8) JBL control 32 wall-mount speakers
- c) Samson servo 200 2-channel amplifier
- d) Bogen Cam8 amp
- e) Bogen GS35 audio master/amplifier

Current Video Configuration

- a) (3) ceiling-mount standard definition pan/tilt/zoom cameras
- b) (2) ceiling-mount 54 inch video displays
- c) (1) ceiling-mount VGA projector
- d) (1) data video Digital Video switcher
- e) Leightronix PEG Vault
- f) (2) 21 inch computer video display for technician/control room
- g) (1) 15 inch computer video display in Board presenter lectern
- h) (1) overhead projector in Board presenter lectern

Current Lighting Controls

- a) (2) wall mounted switch plates with on/off light switches in Board room and conference room
- b) (1) wall-mounted switch plate in equipment room

Additional Notes

- a) All video input currently uses VGA connection
- b) Network connections only currently available at Clerk table
- c) Meraki wireless is available in the meeting and conference rooms
- d) There are existing connections in lecterns for computer, USB and microphone
- e) A Mitel conference VOIP phone and conference unit is in conference room

II. Scope of Work

The County is seeking a qualified vendor to design, develop, and install upgraded audio, video, and lighting system equipment in the Board of Commissioners Room, adjacent conference room, County Manager's Conference Room and new 3rd floor conference room. Specific deliverable requirements requested by the County as part of this RFP include the following:

- 1) Provide a single line drawing of the new audio, video, and sound systems.
- 2) Provide a listing of all labor and materials to install the complete audio, video, and sound systems.
- 3) Provide testing and adjustments after the installation of the new audio, video, and sound system. Assist the County with programming and commissioning the new systems after installation.
- 4) Provide training for the new systems after installation.
- 5) Provide the County with support for manufacturer warranties for service during the warranty period, and also provide service support at predetermined labor rates.
- 6) Provide all operating manuals for the new equipment installed.

Given the County's current project schedule, it is desired that the audio, visual, and sound system upgrades will be completely installed and functional on or before January 1, 2019.

III. Content of Proposal

A qualifying proposal must address all of the following points:

- 1) Cover Letter
 - a. Project title
 - b. Firm name
 - c. Executive summary
- 2) Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations
 - b. Identify and present qualifications of key team members and partners
 - c. Outline of recent projects completed
 - d. Client references from recent related projects, including name, address and phone number of individual(s) to contact for referral
- 3) Describe Project Plan in detail, to include:
 - a. Summary of approach to be taken
 - b. Overall costs associated with the project
 - c. Installation
 - d. Education and Training
 - e. Testing and Support
 - f. Impact on current system
 - g. Warranty Information
 - h. Equipment Maintenance
 - i. Project Documentation
 - j. Other information that may be appropriate

4) Pricing/Fees

Provide an explanation of the total cost of the service(s) showing a breakdown by item. Include all items necessary to render the project complete and operational. Any travel costs shall be included in the implementation services.

IV. SUBMITTAL GUIDELINES

The deadline for receiving proposals is 3:00 p.m. on Monday, April 23, 2018.

Respondents are required to submit the following:

- Three (3) hard-copy proposals in response to the RFP
- Clearly mark outer envelope “County Commissioners Room A/V Upgrade – RFP Response”
- Submit all proposals to the following location:

Drop- Off:

County of Davie
County Manager’s Office
123 S. Main St
Mocksville, NC 27028

Mailing:

County of Davie
County Manager’s Office
123 S. Main St
Mocksville, NC 27028

All questions or requests for additional information should be directed to:

John Gallimore, Chief Technology Officer
E-mail: jgallimore@daviecountync.gov
Phone: (336) 753-6040

The County reserves the right to reject any and all proposals. The County will not be liable for, nor pay for any costs incurred by responding firms relating to the preparation of the proposal. An explicit provision of this RFP is that any oral communication is not binding on the County’s proposal process or award of the contract.

V. SELECTION OF VENDOR

The County will review and evaluate the proposals submitted based on each responding firm’s knowledge, experience, skills, past performance, and quality of the proposal. In addition, the following criteria will also be used in the evaluation process:

1. Demonstrated professional skills and credentials of staff to be assigned to the project
2. Quality of previous projects
3. Overall cost and fees to be charged
4. Responsiveness to the RFP

VI. TERMS AND CONDITIONS

The following terms and conditions apply to this RFP:

1. All responses shall become the property of the County.

2. Due care and diligence has been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the County nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The County reserves the right to select consultants from the responses received; to waive any or all informalities and / or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received. The County also reserves the right to approve any subcontractors used by submitting firms.
4. A response to this RFP does not constitute a formal bid, therefore, the County retains the right to contact any / all proposing firms after submittal in order to obtain supplemental information and / or clarification in either oral or written form. Furthermore, an explicit provision of this RFP is that any oral communication made is not binding on the County's proposal process.
5. The County will not be liable for, nor pay for any costs incurred by responding firms relating to the preparation of any proposal for this RFP.