

**THE CITY OF MANCHESTER
200 West Fort Street
Manchester, Tennessee 37355**

Finance Department

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Request for Audio & Sound System Replacement

The City of Manchester (the “City”) is requesting proposals from qualified companies (“Company”) to replace the audio and sound system within the City Hall Boardroom (Boardroom).

This request for proposal (“RFP”) defines the scope of services and outlines the requirements that must be met by companies interested in providing such services. Companies shall carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in performing the service. Companies are advised to read all sections of this RFP before submitting a proposal.

Proposals will be accepted in the Finance Department, 200 West Fort Street, Manchester, Tennessee 37355 until October 26, 2022, at 2:00 p.m., prevailing local time. All proposals must be submitted in a sealed envelope.

All sealed proposals must bear the title “Audio & Sound System Replacement Proposal” along with the vendor’s name and address. Please submit two (2) complete copies.

Questions regarding the proposal process should be directed to Stephanie Stephens at 931-461-3532. Questions regarding the technical specifications and requirements should be directed to Tennie Smotherman at 931-728-4652 ext. 1902. Any solicitation of other representatives of The City of Manchester during this Request for Proposal process may disqualify the proposer.

All proposals and information submitted in response to this RFP shall become public record upon proposal opening and will be available for review upon request. The City reserves the right to reject any and all responses and to wave any irregularities and informalities in the proposal process. We look forward to receiving your response.

The City of Manchester
Request for Proposal

TABLE OF CONTENTS

	<u>Enclosed</u>
1.0 Purpose and Instructions	3
2.0 Technical Specifications	4
3.0 Implementation	5
4.0 Vendor Permits	5
5.0 Termination of Contract Clause	5
6.0 Hold Harmless	5
7.0 Vendor's Response	6
8.0 Vendor's Statement of Non-collusion	8
Attachment 1 – Schematic Drawing of the Boardroom	9
Attachment 2 – Photos of the Existing Audio & Sound System	10

The City Of Manchester
DESCRIPTION OF REQUIREMENTS AND SPECIFICATIONS

Audio & Sound System Replacement

1.0 PURPOSE AND INSTRUCTIONS

The City of Manchester (City) has issued this Request for Proposals (RFP) to solicit responses from qualified firms (Proposers). The selected vendor will design, procure, and install a new audio & sound system, which will replace the existing audio/sound system in the City Hall Boardroom (Boardroom). The City conducts various public meetings within the Boardroom such as Council Meetings, Commission Meetings, Training Sessions, City Court, and other meetings. The City's current audio & sound system has evolved over the past 20 plus years and is now beyond its useful life and is reaching technical obsolescence. The final product will provide quality and clear audio & sound levels within the Boardroom. The City seeks a Proposer who can demonstrate organizational, functional, and technical capabilities, as well as the experience, expertise, and qualifications necessary to implement and support the latest technology in audio & sound systems typically in use within a city's boardroom.

All existing audio & sound equipment is expected to be replaced with the new audio & sound system. It is expected that the necessary voltage cabling is sufficient for the new equipment and it will be the proposer's responsibility to verify its compatibility with what is proposed.

Vendors will have the opportunity to inspect the boardroom and its current audio & sound system configuration by appointment only.

1.1 Proposal Instructions

Proposals will be accepted in the Finance Department, 200 West Fort Street, Manchester, Tennessee 37355 until November 15, 2022, at 2:00 p.m., prevailing local time. Include the proposal reference number on the proposal envelope. Interested proposers should submit two original copies of the proposal. Late proposals will not be considered.

The City of Manchester reserves the right to reject any or all proposals or to waive any specific technicalities or formalities in order to accept any proposal deemed to be in the best interest of The City of Manchester. The City is not bound to accept the least costly proposal, but reserves the right to accept the proposal which appears, in its judgment, to be the best suited to the interests of the City.

The City reserves the right to negotiate with any vendor, including but not limited to terms, conditions, pricing, pricing structure, etc. The right to accept any portion of any proposal and to enter into a contract with one or more proposers is reserved.

1.2 Proposal Duration

Proposals submitted in response to this RFP must be valid for a period of 45 days from the proposal submission deadline.

1.3 General

The Proposer, by submission of a proposal, certifies that all technical and other requirements set forth herein are fully met. If they are not, a separate attachment should be submitted with the proposal setting forth any deviations therein. The Proposer agrees that the prices set forth on the Pricing Sheet represent all costs to cover and include all labor and supervision, materials, equipment, machinery, apparatus, tools, services, transportation, and all other facilities, licenses, permits, taxes, fees, charges, excises, services, expenses and incidentals of any description whatsoever necessary to perform and complete finish in a workman like manner and to the complete satisfaction and approval of The City of Manchester free from all liens or claims of laborers, material men, suppliers, or subcontractors and in conformity in all respects with all applicable federal, state, county or municipal laws, ordinances, rules or regulations, all working things contemplated by the RFP.”

1.4 Evaluation of Proposals

Proposals will be evaluated for compliance to the technical requirements and cost.

1.5 Award of Contract

Following the completion of the RFP process, an award is expected to be presented to the successful proposer. However, no work is to begin, nor is The City of Manchester liable for any costs whatsoever, until an award has been made and duly signed and certified by the appropriate parties.

The successful proposer will enter into a contract with the City on a form agreeable to The City of Manchester.

2.0 TECHNICAL SPECIFICATIONS

The City has determined that much of the existing Audio & Sound System is at the end-of-life, obsolete and no longer supported in the industry and needs to be replaced. The Audio & Sound System is housed in the Boardroom. See the attached documents for information on the current Audio & Sound system: 1) Schematic Drawing of the Boardroom and 2) Photos of the Existing Audio & Sound System.

The Boardroom consists of a fixed dais platform with 9 positions for the mayor, six board members, finance director, and the city attorney. A movable podium is available for citizens of the public to present their thoughts or information on a topic and is also used for presentations for other types of meetings. There is also a conference/meeting table used for discussion. The audience sits in rows of chairs facing the dais platform.

The audio input/output sources used in the room are as follows:

- Nine wired gooseneck microphones mounted to the fixed dais platform

- One wired gooseneck microphone mounted to the conference/meeting table
- One wired gooseneck microphone mounted to the podium
- Eight ceiling-mounted speakers
- Audio Mixer/Amplifier

3.0 IMPLEMENTATION

The preferred provider shall provide a sample implementation schedule upon request.

4.0 VENDOR PERMITS

Workers' Compensation and Certificate of Liability Insurance to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute. Comprehensive General Liability Insurance to protect the Contractor and the interest of the City of Manchester, its officers, employees, and agents against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability Insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage for explosion, collapse, and underground hazards.

It shall be the responsibility of the Contractor to comply with City ordinances by securing any necessary permits. The City shall waive any fees involved in securing City permits.

5.0 TERMINATION OF CONTRACT CLAUSE

Subject to the provisions below, this Contract may be terminated by the City upon thirty (30) days advance written notice to the Contractor; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Contract may be extended upon written approval of the City until said work or services are completed and accepted.

The City has the right to cancel the contract if funds no longer become available to continue the contract. The contractor will be advised with a 30-day notice unless for unforeseen act(s) of nature.

6.0 HOLD HARMLESS

The Contractor shall indemnify, defend, and hold harmless the City of Manchester from loss from all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this paragraph, "City" and "Contractor" includes their employees, officials, agents, and representatives. "Contractor" also includes subcontractors and suppliers to the Contractor. The word "defend" means to provide legal counsel for the City or to reimburse the City for its attorneys' fees and costs related to the claim. This section shall survive the Contract.

All Contractors and subcontractors performing services for the City are required to and shall comply with all Occupational Safety and Health Administration (OSHA). Also, all Contractors and

subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

7.0 VENDOR'S RESPONSE

Vendor's Proposal

The City of Manchester is seeking Proposals for an Audio & Sound System Replacement within the City Hall Boardroom. The Vendor's solution/implementation should focus on any new technologies, innovations, processes, and transformation that will help the City meet its objectives.

The selected vendor will be required to perform the following as part of this project:

- A. Remove and dispose of the existing audio & sound system equipment in the Boardroom.
- B. Design, procure, and install a new audio & sound system to replace the existing audio & sound system in the Boardroom.
- C. Provide shop drawings of proposed installation within 30 days after the contract is signed with the City.
- D. Provide and install equipment and any related accessories, cabling, and mounting kits in the Boardroom required as part of this project.
- E. Each seated location at the nine-position dais platform will have a new mounted gooseneck style microphone or a more modern up-to-date style microphone that provides clear audio to the audience in the back of the boardroom with no feedback.
- F. The existing podium will have a new 360° omnidirectional microphone to replace the existing microphone. The audience needs to be able to hear all personnel speaking in a normal seated position throughout the boardroom.
- G. The conference/meeting table will have a new 360° omnidirectional microphone to replace the existing microphone. The audience needs to be able to hear all personnel speaking in a normal seated position throughout the boardroom.
- H. One wireless handheld microphone will be needed for voice reinforcement and presentation support. The wireless microphone will have rechargeable batteries and a docking charging station.
- I. Provide new ceiling speakers.
- J. Ensure sound is clear at all seating locations when speaking into any of the microphones.
- K. Evaluate placement of speakers in Boardroom to ensure all microphones can remain in the on position without causing feedback.
- L. Provide Mixer/Amplifier.

- M. Test and adjust all equipment to ensure its usability.
- N. Provide training of City personnel in the operation and maintenance of the audio & sound system installed upon acceptance.
- O. Provide a full three-year warranty on the entire audio & sound system warranty from the date of acceptance.
- P. Provide documentation of all the new audio & sound system equipment.
- Q. Provide a description of Vendor's relevant experience to the proposed solution/implementation and verifiable references of Vendor's customers that are municipal and local government clients.
- R. Provide a detailed breakdown of costs associated with the proposal, including any license costs.
- S. Complete the requirements of this project no later than January 31, 2023.

Optional Components

The City is also considering adding a recording system to record all meetings in the boardroom. If the vendor is able to supply a recording system and provide installation and integration with the audio & sound system replacement, pricing and specs should be included in the response to the RFP listed separately.

8.0 VENDOR STATEMENT OF NON-COLLUSION

The City of Manchester

VENDOR STATEMENT OF NON-COLLUSION

Audio & Sound System Replacement

Having fully informed himself/herself regarding the correctness of the proposal and statements made herein, the undersigned proposer certifies that:

- 1) The proposal has been arrived at by the proposer independently and has been submitted without agreement with, and without any collusion, understanding, or planned similar course of action with any other vendor of services, materials, equipment, or supplies described in the request to propose, designed to inhibit independent proposing or healthy competition, and
- 2) The detail and intent of the proposal has not been shared by the proposer or its employees or representatives to any person not an employee or representative of the proposer or its surety on any attachment furnished with the proposal, and will not be shared with any such person before the authorized opening of the proposal.

The undersigned proposer hereby guarantees that this statement is executed for purposes of inducing The City of Manchester to consider the proposal and offer an award in agreement therewith.

Legal Name of Vendor

Business Address

Signature and Title of Person Authorized to Sign

ACCEPTANCE OF BID AND CONTRACT

MAYOR MARILYN HOWARD SIGNATURE

CONTRACTOR SIGNATURE

DATE

DATE

Attachment 1 – Schematic Drawing of Boardroom

11' to Ceiling Drop Ceiling


1978 Sq Ft Room


46'


Board/Court Room


Storage

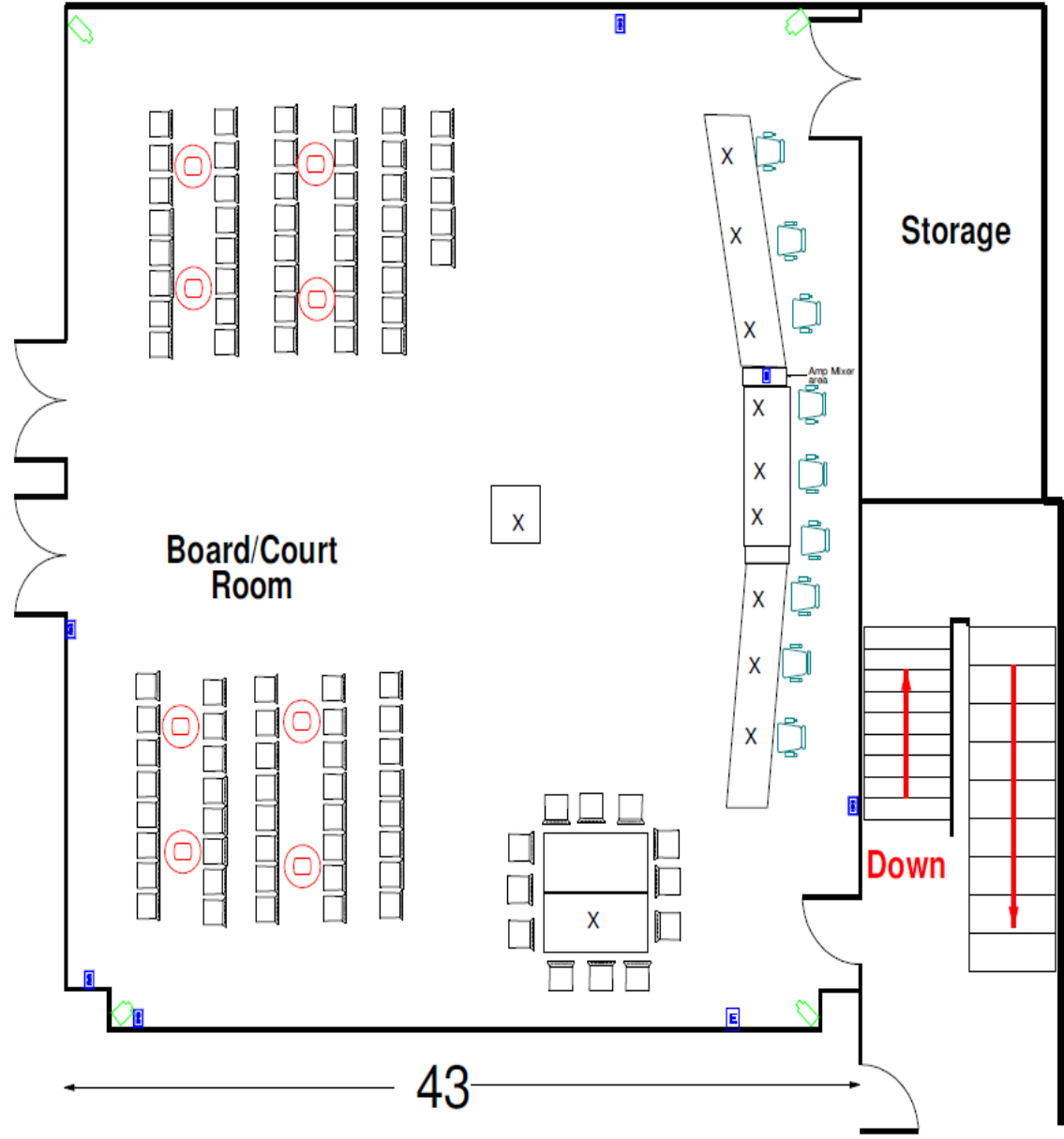
Existing Items

 Ceiling Speaker

 Wall outlet

 Existing Microphone

 Camera



Attachment 2 – Photos of the Existing Audio & Sound System



Nine Wired Gooseneck Microphones Mounted on Dais Platform Located in the Front of the Boardroom



Conference/Meeting Table to one side of the Boardroom near Front with One Gooseneck Microphone and Audio Connection in Floor



Podium in the Center towards the Front of the Boardroom with One Gooseneck Microphone and Audio Connection in Floor



Seating Arrangement in the Boardroom with 8 Ceiling Speakers



Basic Speaker Locations in the Boardroom



Amplifier/Mixer Near the Center Area of Dais Platform