



REQUEST FOR PROPOSALS

Audio Visual System Upgrade for Village Hall

PROPOSAL DEADLINE:

11:00 A.M. on February 13, 2017

**Request for Proposals
for an Audio Visual System Upgrade
January 2017**

The Village of Oswego will accept sealed proposals until 11:00 A.M. CST, February 13, 2017 to provide an audio visual system upgrade to the Village's existing Board Room, Community Room, Closed Session Conference Room and Executive Conference Room.

Proposals must be submitted no later than 11 a.m. on Monday, February 13, 2017. Firms must submit three (3) completed hard copies and one digital copy in a sealed envelope clearly marked "Proposals for Audio Visual System Upgrade." Proposals shall be mailed or hand delivered to:

Village of Oswego
Re: (Firm name)
Proposal for the Village of Oswego, "Audio Visual System Upgrade"
Attention: Tina Touchette
Village Clerk
100 Parkers Mill
Oswego IL 60543

All proposals submitted must include all the information and documents as requested in this request for proposals. No oral or electronic proposals, including those sent by facsimile or via e-mail, will be accepted or considered. All proposals received after the submittal time will be rejected and returned unopened. The Village reserves the right to reject any or all proposals and to waive any informality. Proposal packets are available online at www.oswegoil.org or at the Oswego Village Hall, 100 Parkers Mill, Oswego, Illinois.

Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

Questions or clarifications on the proposal documents need to be submitted to the Village of Oswego in writing by 11 a.m. on January 30. Responses will be posted at www.oswegoil.org to all questions no later than 5 p.m. Monday, February 6. Addendums that are issued as part of the request for proposals are to be initialed by the proper person and submitted as part of the delivery of the proposal package. Correspondence shall be addressed to:

Joe Renzetti
IT/GIS Manager
Village of Oswego
100 Parkers Mill
Oswego, IL 60543

Or emailed to
jrenzetti@oswegoil.org.

SPECIFICATIONS

I. Conditions

1. The firm is responsible for being familiar with all conditions, instructions, and documents governing this contract. Failure to make such preparations shall not excuse the firm from performance of the duties and obligations imposed under the term of this contract.
2. The firm further understands and agrees that if this proposal is accepted, they are to furnish and provide all labor, materials, tools and equipment needed to provide the services specified in this agreement.
3. The firm will not be reimbursed by the Village of Oswego for any costs involved in the preparation and submission of the proposal or in the preparation for and attendance at subsequent interviews.
4. The Village of Oswego is exempt from State and Federal taxes. Proposals shall not include any taxes or fees.
5. Prospective firms shall not contact any Village of Oswego employee, official or board member on matters relating to this request for proposals, except as indicated herein.
6. Proposals shall be considered firm and valid for at least 90 days following submittal deadline.

II. Background

Located 50 miles southwest of Chicago, Oswego is located in the Fox River Valley at the northeastern corner of Kendall County and northwestern corner of Will County, Illinois.

The current Village Hall was constructed in 2006 and the existing Board Room and conference rooms were outfitted with automated audio/visual equipment. Today, this equipment has become outdated and needs to be replaced. The Village is looking for an innovative approach to solve its current audio visual problems. Offerors should provide a forward thinking audio visual proposal that will be a solution to modernizing Village Hall's infrastructure and to increasing the transparency and effectiveness of Village meetings. If selected, the offeror should be prepared to complete the project by April 30, 2017.

Currently, the Village Hall automation control system is responsible for controlling the A/V, theatrical lighting, and blinds & shades in Village Board Room along with two separate conference rooms, the Closed Session Conference Room and Executive Conference Room (located on a separate floor). The controller is a Crestron controller which is outdated and cumbersome to program. The Village seeks to overhaul the system to make it more functional for Village staff and to streamline the system for activities along with bringing the equipment to current standards to help future proof the system.

Generally, the Village requests:

- Reduction in size of equipment on dais to obtain an increase in available work space
- Overhaul of sound system within the boardroom
- Master audio volume control for two front seats on boardroom dais
- Portable microphone in Board Room and potentially the Community Room (separate room off the Board Room)
- Capability for effective electronic Board meeting attendance for Board members
- Video conferencing capabilities in the Executive Conference Room
- Overhaul of visual presentation equipment within the Board Room, Executive Conference Room, and Community Room to obtain high definition capabilities
- Relocating the head end of the A/V equipment racks from A/V control room to back of Board Room closet.
- Updates to and simplification of lighting automation system
- Clock Timer system for timing of public forums

III. Scope of Work

The final project scope, responsibilities, and tasks will be determined with the preferred vendor who is selected. The successful vendor will need to demonstrate ability to perform the above requested tasks.

IV. Proposal Format

Proposals should provide a straightforward, concise description of the capabilities to satisfy the requirements of this request. Emphasis should be placed on clarity of content and thoroughness. All proposal responses must be in the following format:

- A. Cover Letter: The cover letter should include a statement of professional qualifications, an interest in providing professional services in connection with the proposed project and the official name and address of the company submitting the proposal (1 page maximum)
- B. Table of Contents: Include an index listing all contents and any included attachments.
- C. Firm Background: This section should include a brief description of the firm as well as experience and qualifications to provide the services outlined above. Indicate whether the firm is an independent entity or part of a larger corporation. This section should include a general overview of the firm's services. (5 pages maximum)
- D. Company Overview: A description of the firm's qualifications, including description of previous similar projects or unique qualifications. Provide a minimum of three examples of similar projects

conducted in the last five years. Include project size and description, location, and all other pertinent project facts. (4 pages maximum)

- E. References: Provide at least three client references of municipal or government clients with which the firm has worked in the past five years. Provide a contact person, telephone number, e-mail address and mailing address, as well as a brief description of the services provided. (1 page maximum)
- F. Cost Proposal: A project budget that includes a not-to-exceed cost for professional services to complete the entire scope of work, including a breakdown of costs for specific portions of the project and services included as outlined in the above Scope of Services. The budget shall also include any limitations to the scope of services. The final contract and price will be subject to modifications of particular equipment, installation methods, task prioritization or other modifications deemed necessary by the Village. The Village’s FY2017 Budget includes \$125,000 for the equipment update.
- G. Attachments:
 - a. Completed and signed Appendix A: Certifications and Assurances
 - b. Completed and signed Appendix B: Non-collusion certificate

V. Proposal Evaluation

The Village will award the contract based on the proposal deemed in the best interest of the Village. Firms may be asked to provide additional information and/or interview with elected officials and/or Village staff. The following evaluation criteria, not listed in order of significance will be used:

- Overall ability to successfully provide the services outlined.
- Qualifications and experience of personnel.
- Consultant’s past performance on similar services.
- Cost.

VI. Timeline

The following table outlines the anticipated RFP process:

Estimated Selection Process Steps	Date(s)
Release of Request for Proposals (RFP)	January 5, 2017
Optional Site Visit	January 23, 2017, 10:30 a.m. 100 Parkers Mill in Oswego, IL.
Questions regarding RFP Due	January 30, 2017, 11 a.m.
Responses to RFP Questions Due	February 6, 2017, 11 a.m.
Proposals Due	February 13, 2017, 11 a.m.
Estimated Village Board Approval	February 21, 2017
Estimated Engagement start/Project Kickoff Meeting	February 28, 2017

**APPENDIX A
CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Village without further negotiation at any time within the 60-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the Village whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the Village will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Village, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
 - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor.
 - c. No attempt has been made or will be made by the Consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Consultant _____

Signature _____ Date _____

Title _____

APPENDIX B
NON-COLLUSION CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

(Printed Name of Contractor)

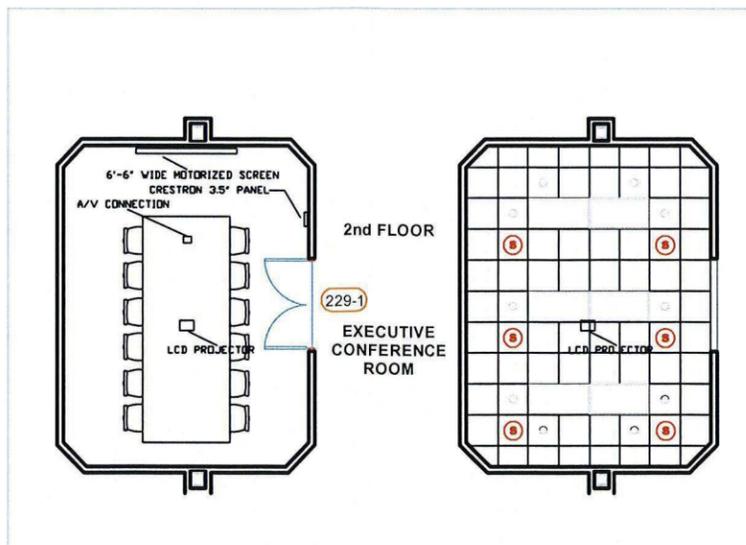
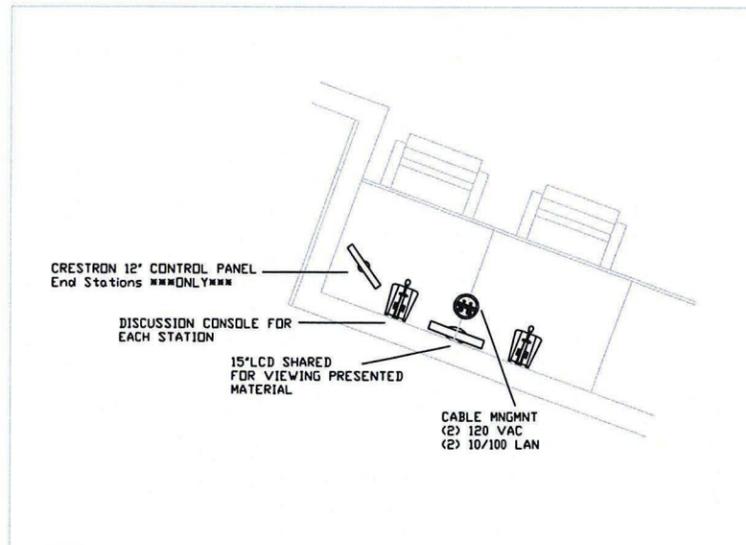
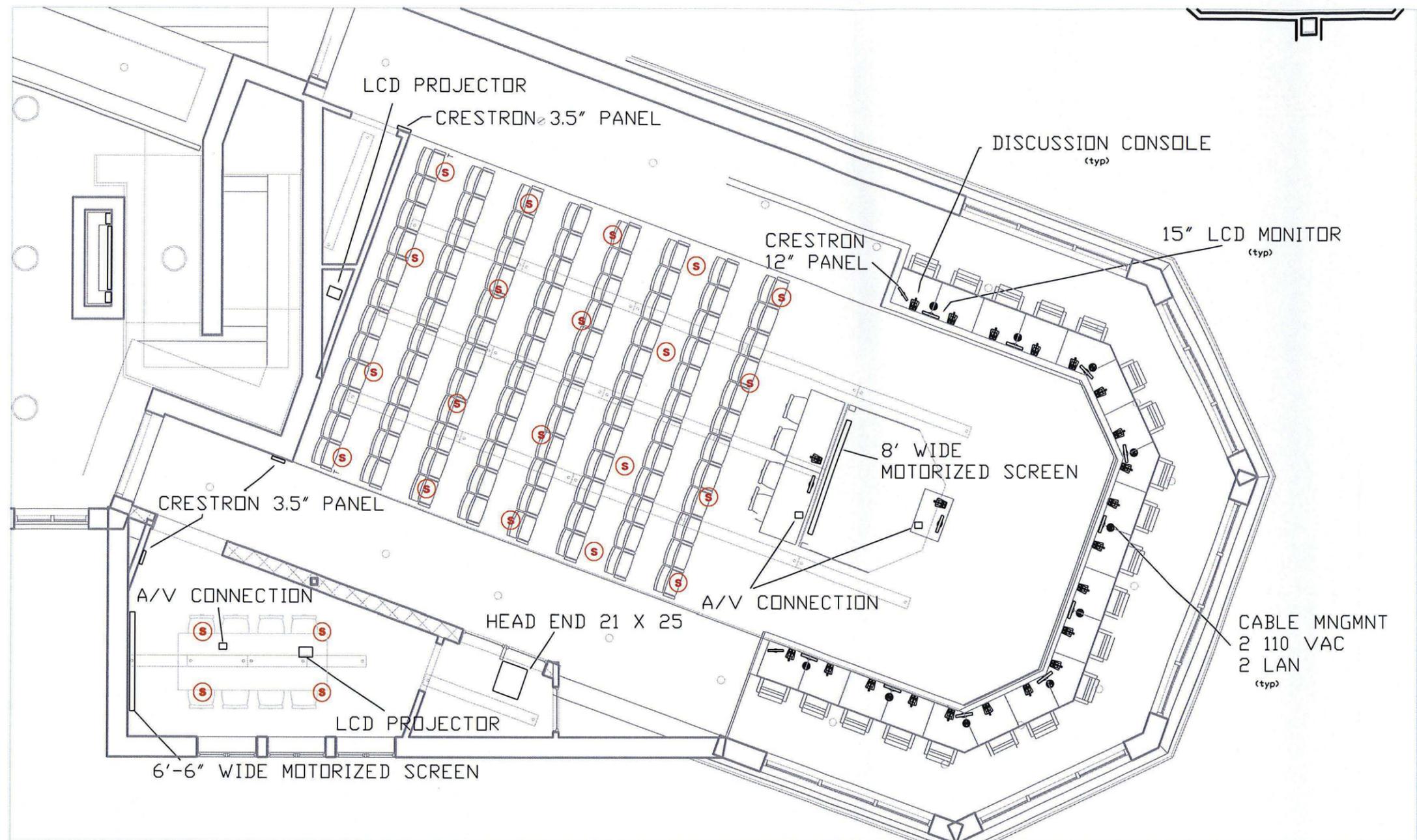
Address

City State Zip Code

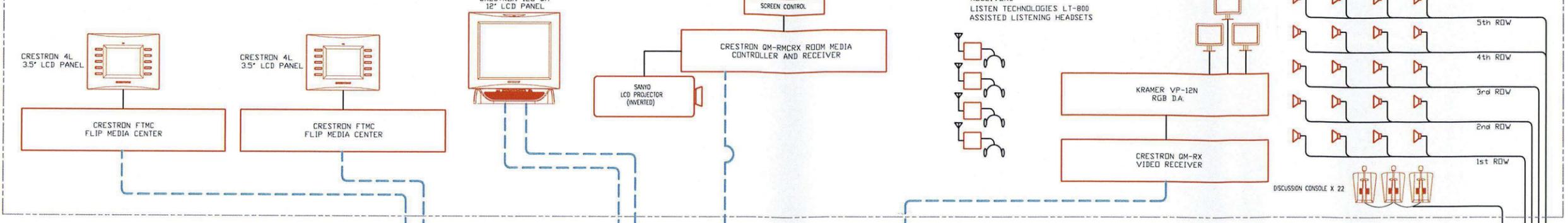
Signature of Authorized Representative

Title Date

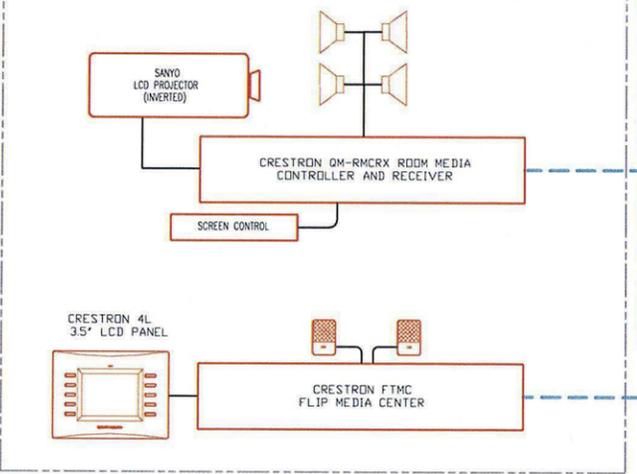
APPENDIX C
CURRENT A/V DIAGRAMS FOR VILLAGE HALL



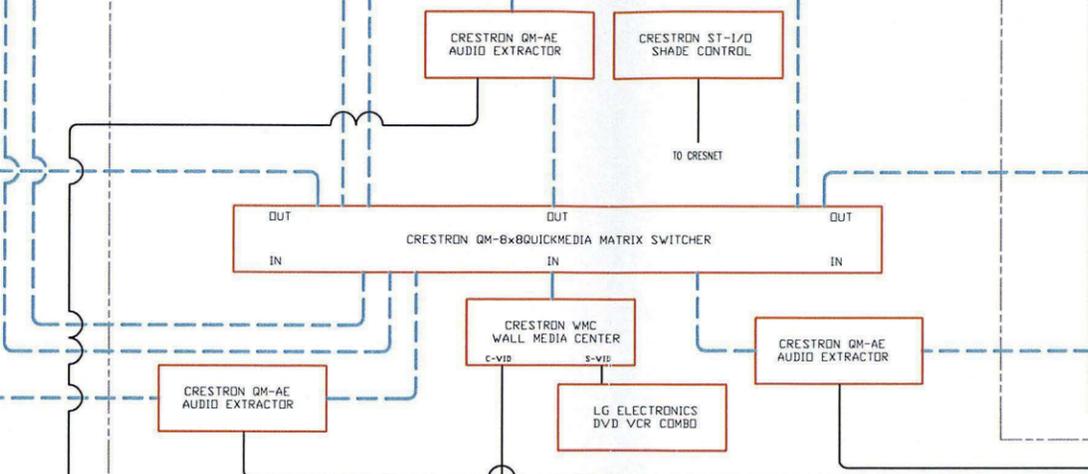
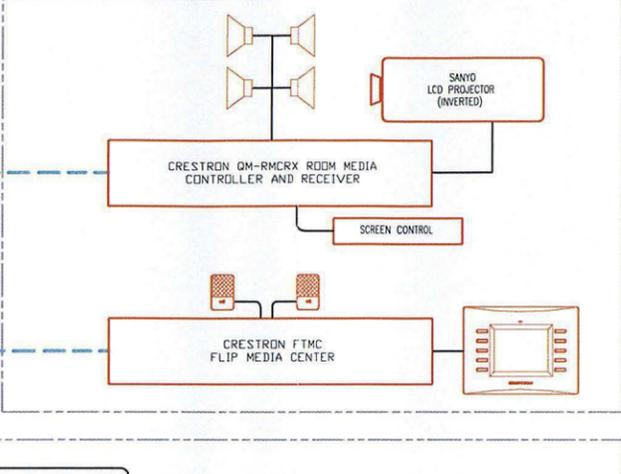
MAIN CONFERENCE HALL



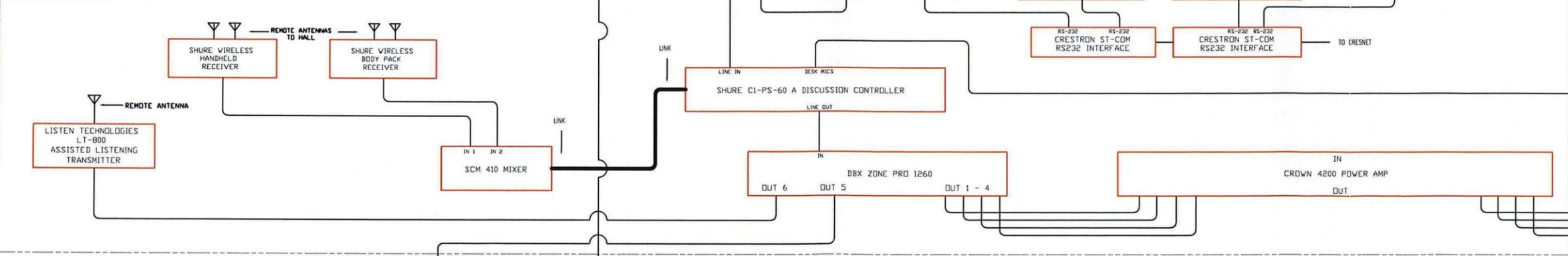
1st FLOOR MEETIN ROOM



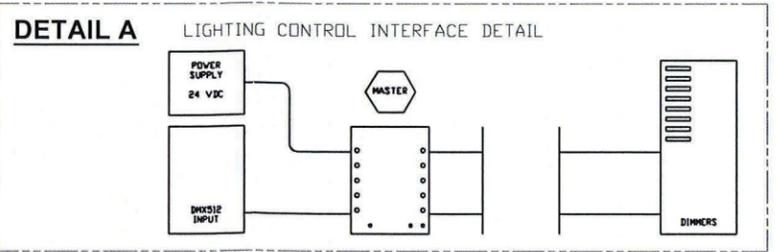
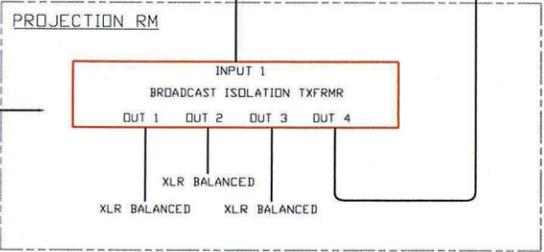
2nd FLOOR MEETING ROOM



EQUIPMENT RACK

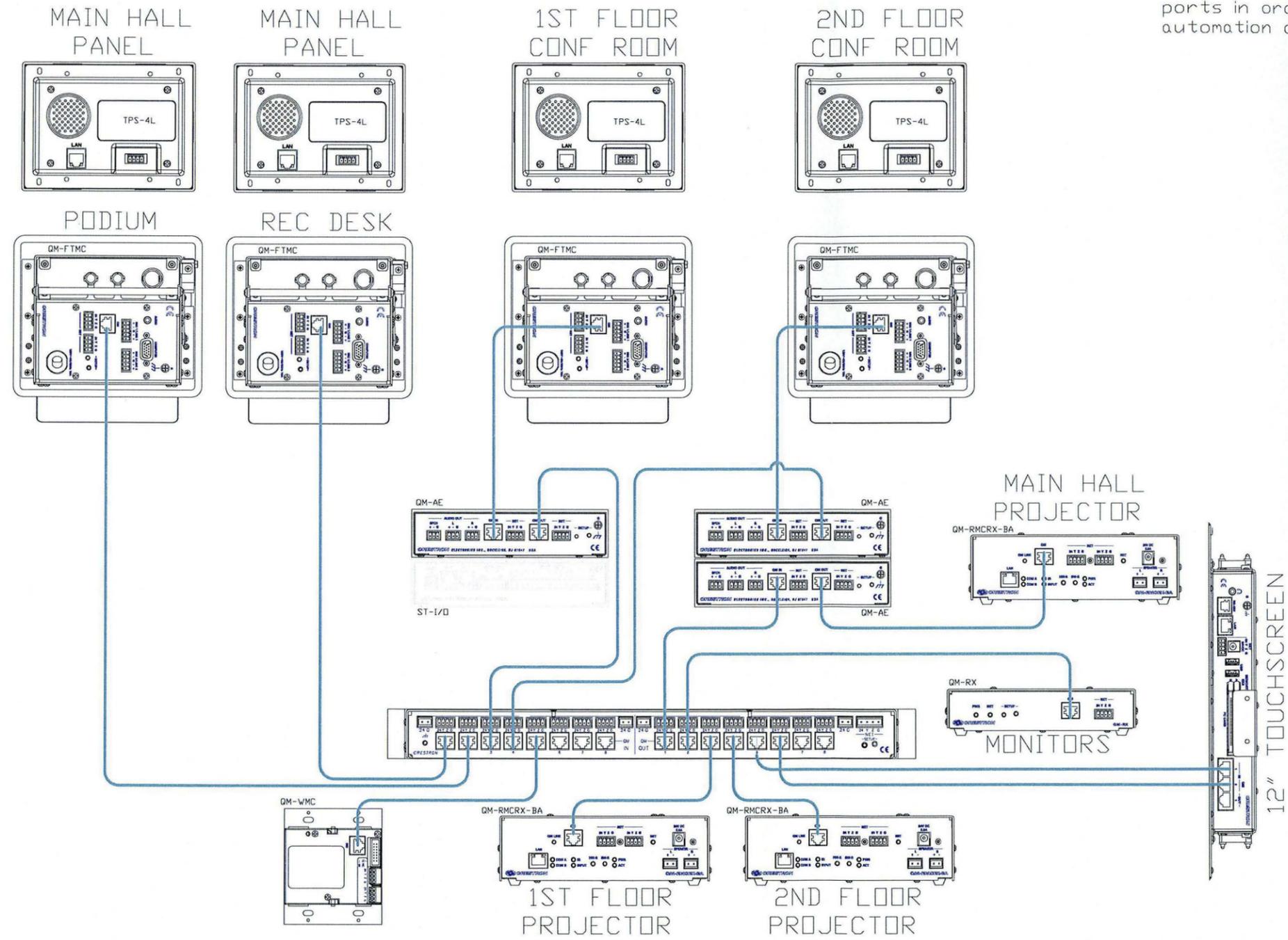


CRESTRON QM COMMUNICATION
 AUDIO/VISUAL SIGNAL
 LOCATION BOUNDARY

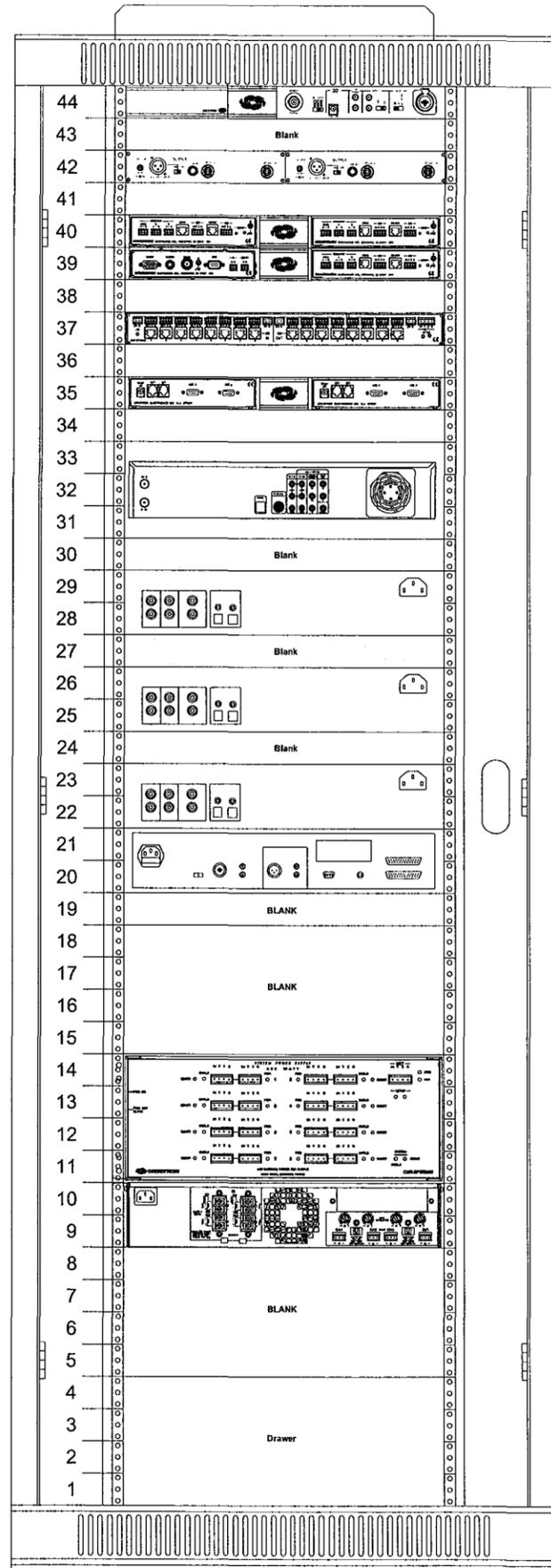


QM AUDIO AND VIDEO DISTRIBUTION

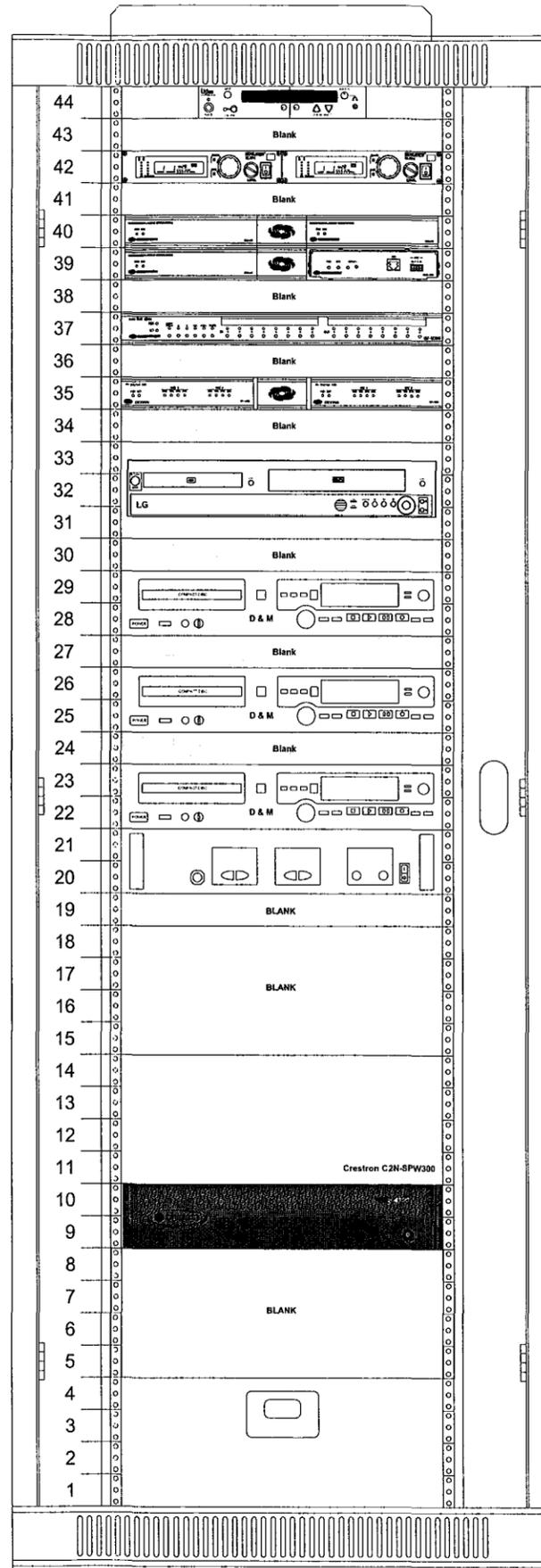
All audio and video signals are routed to each device via a single CAT5E cable. These cables must be at the correct ports in order to be routed through the automation control system.



RACK LAYOUT



Back



Front

- ← LISTEN TECHNOLOGIES LT-800
- ← SHURE ULXP - SHURE ULXP
- ← CRESTRON QM-AE - CRESTRON QM-AE
- ← CRESTRON QM-AE - CRESTRON QM-RX
- ← CRESTRON **X* MATRIX
- ← CRESTRON ST-COM - CRESTRON ST-COM
- ← LG ELECTRONICS DVD-VCR
- ← D&M MP3 SESSION RECORDER MAIN CHAMBERS
- ← D&M MP3 SESSION RECORDER 1st FLOOR CONF ROOM
- ← D&M MP3 SESSION RECORDER 2nd FLOOR CONF ROOM
- ← SHURE CONTROL PROCESSOR
- ← CRESTRON C2N-SPW300
- ← CROWN CTS-4200