



**City of Kingman
Request for Proposals**

**Audio-Visual System Enhancements
City Commission Chamber**

Date of Issue: August 25, 2020

Proposal Due Date: September 30, 2020, by 5 p.m.

**Pre-Proposal Visual Inspection: September 9,
2020 @ 3:00 p.m. to 5:00 p.m.**

1. Introduction

This written Request for Proposal (RFP) states the scope of the City of Kingman's requirements and specifies the general rules for preparing the proposal. The purpose of this RFP is to define the City's minimum requirements, solicit proposals, and gain adequate information by which the City may evaluate the services and products offered by respondents.

The proposal should clearly demonstrate how the firm can best satisfy the requirements of the City of Kingman. The City of Kingman shall reserve the right to enter an agreement with the firm presenting the proposal that is most advantageous to the City of Kingman.

2. General Objectives

The objective of the City is to have an integrated AV presentation system in the City Commission chamber. A completely turnkey project is desired. The City Commission chamber currently has no AV equipment beyond a conference call telephone. If a virtual meeting is to be held, laptop computers and external devices must be used, making the chamber very cumbersome to use for these purposes. Given the new reliance on virtual meetings, the chamber needs an integrated AV system that will satisfy the various needs of users in the room, whether it be staff conducting meetings or broadcasting City Commission meetings to the public in the chamber.

3. Rules of Preparation

The submitted proposals must follow the rules and the format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to comply with any portion of this request may result in rejection of a proposal.

4. Inquiries

The City has prepared this RFP and has designated Greg Graffman as project coordinator. Please direct questions or comments concerning the administrative requirements of this RFP to:

Greg Graffman, City Manager
City of Kingman
324 N. Main
Kingman, Kansas 67068
(620) 532-3111 – phone
graffman@cityofkingman.com

5. Submission of Proposals

Please prepare and submit three (3) hard copies and one electronic copy on an external thumb drive of the proposal. Completed proposals should be sealed and clearly marked "RFP for Kingman City Commission Chamber AV Enhancements" and be submitted no later than 5:00 p.m. September 30, 2020, to 324 N. Main, Kingman, Kansas.

Proposals received after the above date and time will be considered late and will not be accepted. Any late proposals will be returned unopened to the firm. Responses will be evaluated objectively based on the firm's responses to the RFP.

The City of Kingman will not pay costs incurred in the proposal preparation, including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the proposal shall be borne by the proposing firm.

6. Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn by an authorized representative of the firm or by formal written notice prior to the final due date and time specified for proposal submission.

7. Minimum Specifications/Scope of Services

Proposals should address all equipment, installation, training, and services necessary to complete the project. Services required include, but may not be limited to, the Scope of Services.

8. Contractual Obligations

The successful firm will be required to enter an Agreement for Services with the City of Kingman in which the firm will undertake certain obligations. These obligations include, but are not limited to, the following:

Inclusion of Proposal – The proposal submitted in response to this RFP will be incorporated as part of the Agreement for Services.

Indemnification and Insurance – The successful firm shall indemnify and hold the City of Kingman and its officers, agents, employees, and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of firm, or of anyone acting under firm's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful firm shall maintain General Liability Insurance with a minimum \$500,000 limit during the time of these services and contract period. An insurance certificate must be on file with the City Clerk's Office within two weeks of the signing of the contract by both parties.

Costs – All costs are to be stated in exact amounts. All costs must be detailed specifically in the proposals.

Selection – The final award is subject to the approval of the Kingman City Commission.

9. Right of the City of Kingman to reject proposals.

The City of Kingman reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project that may include portions of the originally proposed project as the City of Kingman may deem necessary in its best interest. The City of Kingman also reserves the right to negotiate with any firm concerning all or part of any proposal that is in the best interest of the City.

10. Evaluations

City of Kingman will evaluate each proposal based on:

- Technical content provided
- Technical support offered after installation
- User training provided
- Previous background and experience
- Adequacy and completeness of the proposal
- Cost of the proposed project

The intent of City of Kingman is to hire the most qualified firm to meet the needs of the City within the funds budgeted for this project. Proposals that emphasize economical yet functional elements will be preferred. Any contract is subject to the approval of the Kingman City Commission.

11. Projected Schedule of Events

Release of RFP Document	August 25, 2020
Pre-Proposal Visual Inspection	September 9, 2020
Last day to submit proposals	September 30, 2020
Request for award to City Commission for approval	October 8, 2020
Anticipated Notice to Proceed	October 9, 2020
Required Completion Notice	November 6, 2020

12. Proposal Response Format

In order to facilitate the analysis of responses to this RFP, firms are required to prepare their proposal in accordance with the instructions. Proposals should be prepared as simple as possible and provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

The proposal shall include, as a minimum:

1. The project approach, including comments on schedule, coordination with the City, understanding of the work, and what work, if any, you would expect the City to perform.
2. Discussion and interpretation of the scope of work including those tasks or aspects that you believe require special attention, alternate approaches or revisions suggested based on experience, and descriptions of work elements presented in the proposed scope of work that should be expanded and/or modified to address any special considerations or approaches. The City wants the best system within its budget parameters, so suggestions to help achieve this goal will be appropriate.
3. Identify the Project Manager and other key staff/special consultants and their qualifications.
4. A schedule of sufficient detail to convey an understanding of the timing and sequence of the work elements.

13. Confidentiality of Documents

All responses to the RFP submitted by firms shall be deemed public documents at the time opened by the City of Kingman. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the firm. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the City of Kingman to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

14. Code Compliance

All proposals must be in compliance with the codes in the City of Kingman. All work must be compliant with ADA requirements where needed. All contractors doing work on this project must be licensed with the City of Kingman.

15. Contractor Site Inspection

Contractors can view the Commission Chamber on September 9, 2020, from 3:00 p.m. to 5:00 p.m. to ask questions, take measurement, take pictures, etc.

Minimum Project Specifications

Introduction: The City has never had an integrated AV system in its Commission chamber beyond a muddled group of devices in an effort to have virtual meetings. The City has tried the individual component method and it was not successful. Plus, the wires and cables scattered across the room were less than desirable. So, a built-in AV system is the City's answer. An AV system is needed that is user-friendly and functional for our purposes.

Budgetary limitations: These do exist, but the City is committed to improve its facilities. For that reason, the City appreciates suggestions for any technology or component that can serve our purposes as economically as possible. Cost-saving measures and considerations should be at the forefront while still providing a functional and useable system. Providing alternate options to consider for various components is welcomed because the City will consider alternate approaches based upon price. For guidance, contractors can expect the City to most receptive to turnkey proposals with costs less than \$10,000.00.

Intended Use: The most basic use of this AV system will be to broadcast City Commission meetings with Zoom or other similar application. Virtual meetings have become very common these days, so the system will need to be able to effectively perform this purpose. Other purposes would be to view items on the monitor for all to see within the chamber, such as Power Point presentations, Word/Excel documents, etc. from a computer.

Components: Admittedly, the writer of the RFP is not a professional in this area. The following components are a lay-person's vision of what is needed. Consequently, the City is quite interested to see what professionals can suggest to meet its needs. The expectation is this project will be turnkey.

1. Monitor mounted to the wall or ceiling so attendees in the chamber can see media/images
2. Speaker system installed in ceiling to allow for easy listening
3. Microphone system so that participants in the Commission meeting area and presenters at the podium can be heard
4. Wireless connections for computers to access the system for broadcasting on Zoom or other meeting application and to connect for display of visual aids such as Power Point
5. Mounted cameras that will capture the Commission meeting area as well as a presenter at the podium
6. Integrated control system for ease in operating all components
7. If possible, method to connect existing conference call phone into the system
8. Podium/lectern integrated into the system
9. Ease of operation for various users of the system
10. Training for City staff to operate system
11. Technical assistance after installation