



# REQUEST FOR PROPOSAL

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## Council Chamber Audio Visual Upgrade Project

City of Hamtramck  
Dee Chase, CPM  
313-800-5263  
Purchasing Agent

May 1, 2019

**REQUEST FOR PROPOSAL---THIS IS NOT AN ORDER OR OFFER**

REQUEST FOR PROPOSAL Hamtramck Council Chamber Audio Visual Upgrade  
Project



<b>DATE OF REQUEST</b>	May 1, 2019
<b>REFERENCE PROPOSAL NUMBER</b>	RFP 05012019
<b>PROPOSED DATE/TIME REQUIRED</b>	May 10, 2019 11:00 A.M.
<b>BID OPENING</b>	May 10, 2019 11:00 A. M.
<b>SUBMIT PROPOSAL TO</b>	City of Hamtramck City Clerk Office August Gitschlag – City Clerk ATTN: Purchasing 3401 Evaline Hamtramck, MI 48212
<b>PRE-BID MEETING</b>	City of Hamtramck Admin Offices Dee Chase 313-800-5233 x308 3401 Evaline First Floor Conference Room Hamtramck, MI 48212
<b>MARK PROPOSAL</b>	DELIVER TO THE PURCHASING OFFICE IMMEDIATELY

Purchasing Agent and City Manager reserves the right to accept or reject any or all items in the proposal; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder. If, either a unit price, or extended price is obviously in error, or, the other is obviously correct, the incorrect price will be disregarded.

All purchase orders subject to this award are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request. All proposals shall be bidder for sixty (60) days from the deadline listed above.

All proposals must be submitted with (1) original hard copy, (1) digital copy to be addressed and directed to the:



City Clerk Office  
August Gitschlag – City Clerk  
Attn: Purchasing  
3401 Evaline  
Hamtramck, MI 48212

## **Introduction**

The City of Hamtramck has received a grant to upgrade the infrastructure currently in the City's Council Chambers. The purpose of this Request for Proposal is to contract with a professional audio visual designer to provide a design and layout proposal to upgrade and build infrastructure capable of broadcasting City Council meetings over Comcast PEG channel, and saving the meetings for on demand viewing through cloud service online. The City has received a grant to upgrade the current infrastructure, the entire project has a hard capped budget of \$35,000.00. Ideally, this would include a two camera system and a third output for information that is presented to council to be shared. It would include one large screen television in chambers for presentations, and one outside of chambers (down the hall) for overflow viewing. The City Clerk, who manages the meetings, will need to have the ability to switch from input to input from the staff table. Cameras are not expected to be 4k professional studio quality.

The project will require replacement of existing gooseneck microphones needed to capture sound from seven (7) councilmembers and sound pickup for one podium and two staff tables.

Fixing the internal sound system is ideal, but not required, as broadcast quality is the priority.

The City of Hamtramck currently does not have the server space of infrastructure for these additions, and a plan for that should be included, whether it involves, YouTube or servers for video storage.

Prospective bidders are invited to make an appointment with the City Clerk's Office to inspect the current council chamber setup and infrastructure. The City Clerk, August Gitschlag, may be reached at 313-800-5233 ext 821 or [agitschlag@hamtramckcity.com](mailto:agitschlag@hamtramckcity.com).

## **AWARD**

The bid will be awarded to that responsible, responsive bidder whose proposal, conforming to this solicitation, will be most advantageous to the City, price and other factors considered.



Bidders may submit proposals on any item or groups of items provided unit prices are clearly shown and notation is made on the document clearly indicating Bidder's intent.

### **SCOPE OF WORK**

- The contractor shall have experience (municipal preferred) designing and configuring audio/video systems in large meeting rooms.
- The contractor shall complete a site survey, design the appropriate system and provide all drawings for review and approval.
- The contractor will remove and dispose of, off site, any unused old audio/video and accessory equipment with the approval of the City.
- The contractor will be the proposed equipment's authorized distributor, all equipment shall be installed by the contractor in accordance with the manufacturer's specifications.
- The contractor will provide the City of Hamtramck with two copies of all manuals and instructions.
- The contractor will design, provide equipment and install a new audio/video system that will allow the entire room to hear and see presentations clearly. Below is a general list of needs:
  - All items proposed must be "name brand" and high commercial grade
  - Contractor will replace speaker system and increase speaker quantity, ensuring elimination of feedback.
  - Vendor will provide and install a new automated controller that will handle communication between the audio and visual system. The controller should be touch screen display.
  - All equipment provided must include a full two-year parts and labor warranty.

### **PROPOSAL EVALUATION PROCESS**

Proposals, which the City of Hamtramck determines in its sole discretion, that are deemed responsive to this RFP, will be reviewed and evaluated by the City of Hamtramck. Proposals will be evaluated, in part, according to whether the Contractor meets the minimum qualification and submits a proposal complying with all of the requirements of this RFP.

Evaluation of vendor proposals will be based on the following criteria:

- 25% Methodology - that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.



15% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.

10% References – will be based on references submitted as part of RFP, but can include clients not submitted.

40% Cost of proposal – must contain a cost for each project/process recommended as well as a “not to exceed” amount.

10% Staff - capability and availability of professional staff to serve the City of Hamtramck in a competent and timely manner.

The City reserves the right to reject any qualification and/or modify the requested qualifications as it sees fit.

The City reserves the right to schedule bid interviews to evaluate the qualifications and approach of proposing bidders.

In applying these criteria specifically to this RFP, bidders will be evaluated based upon the following:

- 1) The specialized experience and technical competence of the bidder with respect to audio visual infrastructure upgrade/installation services;
- 2) The bidder’s reference list providing a similar service.
- 3) The capacity and capability of the bidder to perform the work in question, including specialized services, within the time limitations;
- 4) The past record of performance of the bidder with respect to such factors as control of costs, quality of work, and ability to meet schedules;

**All Costs Included:** The proposal price MUST include all direct and indirect labor, materials, testing, incidental, or other costs. Vendor is responsible for all costs and materials related to the deployment of physical equipment as well as all aspects of the project. Vendor’s efforts must be approved by City Manager and City Clerk, but have a minimal impact on the City’s employee staff.

**Contractor Responsibility:** The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all the damages to persons and property either on or off the site, which occur as a result of fault or negligence in connection



with the completion of the work. The safety provision of applicable federal, state and local laws (including Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) standards) shall be observed and the contractor shall take or have cause to be taken such additional safety and health measures as the City may determine to be reasonably necessary.

**Indemnification:** Contractor to the fullest extent permitted by law agrees to indemnify, defend and save harmless the City of Hamtramck and its elected and appointed officials and officers, agents, servants and employees from and against all loss or expense, including cost and attorney's fees by reason of liability imposed by law upon the City of Hamtramck and its elected and appointed officials and officers, agents, servants and employees for damages because of bodily injury, including death, resulting from or sustained by any person or persons on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of the contract whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the City of Hamtramck, its elected and appointed Officials, officers, appointed agents, servants and employees, except only if such injury or damage is occasioned by the sole negligence of the City of Hamtramck.

### **CONTRACTOR INSURANCE REQUIREMENTS**

1. At all times during this Contract, including renewals or extensions, Contractor shall obtain and maintain insurance according to the following specifications:
  - a. Commercial General Liability - with the following as minimum requirements:
    - \$3,000,000 – Each Occurrence (Total Limit)**
    - Occurrence Form Policy
    - Broad Form Property Damage
    - Premises/Operations
    - Independent Contractors
    - Products and Completed Operations
    - (Blanket) Broad Form Contractual
    - Personal Injury - Delete Contractual Exclusion
    - Additional Insured: The City of Hamtramck;
  - b. Workers' Compensation - as required by law and \$500,000 Employer's Liability;



c. Automobile Liability and Property Damage - \$1,000,000 each occurrence, including coverage for all owned, hired and non-owned vehicles including No Fault coverage as required by law;

d. Professional Liability/Errors & Omissions Insurance (as applicable) - with minimum limits of \$1,000,000 per claim and \$1,000,000 dollars aggregate.

2. General Certificates of Insurance:

a. All Certificates of Insurance shall contain evidence of the following conditions and/or clauses and shall be sent to: The City of Hamtramck Purchasing Division, 3401 Evaline Street, Hamtramck, MI 48212.

b. All Certificates are to provide 30 days written notice of material change, cancellation, or non-renewal. Certificates of Insurance or insurance binders must be provided no less than ten (10) working days before commencement of work to the Oakland County Purchasing Division. Insurance carriers are subject to the approval of the City of Hamtramck.

3. Contract: The City's award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful proposer(s) and the City. In submitting a proposal, the submitter acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within 14 days of its presentation by the City, the City may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals.



### **CERTIFICATION**

The individual signing below certifies:

1. He/She fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.





**Attachment A**

*Name:	
*Title:	
Signature:	
*Name Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	