

11/21/2022

Audio / Visual (RFP)

City of Niles, Ohio

Request for Proposal (RFP)

for

Audio Visual (AV) Design and
Implementation Services



Mike Dibble

CITY OF NILES

VERSION-22-1201

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GENERAL INFORMATION

1. Always check the version information in the cover page and reference that version to any submissions.
2. Direct Questions to:

Michael Dibble
IT Director / City of Niles
34 West State St.
Niles, Ohio 44420
Phone - 330-544-9000 X 1111
Email - dibblm@thecityofniles.com

If you have concerns that outside the scope of technical or IT related. Please contact:

Giovanni Merlo
City Auditor / City of Niles
34 West State St.
Niles, Ohio 44420
Phone – 330-544-9000 X 1121
Email – gmerlo@thecityofniles.com

DESCRIPTION OF PROJECT AND NATURE OF RFP

PROJECT:

1. The City of Niles (CON) is seeking a Vendor / Contractor with a background in AV design for the design and implementation of a new AV system for City Council chambers. This system should incorporate wireless microphones and audio speakers / amplifiers for not only uplifting sound for the audience but for live streaming as well. A Video display wall for presentations and software that links to the AV design platform allowing easy expansion and changes as time evolves. Processors that integrate acoustic noise canceling. Sound processor should also incorporate AV to USB bridging allowing any device connected to the processor to be available to the PC as a conferencing device. The following items are a brief listing of the needs and are not exact in nature of brand or use. This only represents the needs of the Council members, their space, and how they need to function.

PROCESSORS:

2. Example systems would be by QSYS, Extron, Crestron or similar

MICROPHONES:

3. Said vendor will have knowledge of the most recent technologies that will include:
 - a. create and optimal sound environment for the listening purposes of Council members as well as audience attendees. This will include portable microphones, Speakers and amplifiers where needed as well as acoustic deadening where needed.
 - i. Example Microphones we are interested in would be the Shure Microflex system or similar.
 - ii. Microphone system will need to support 15 speakers with 2 spares.

CAMERAS:

4. Provide PTZ cameras that will track the speaker of the room and provide functionality to auto switch between cameras based on who has priority speaking privileges.
 - i. A minimum of two cameras

PROJECTOR

5. A Projector system that will allow either Council or Guest speakers to present from a portable device such as a laptop or similar to a screen of 160" in a brightly lit room.
 - i. Minimal specs would be similar to a Sony VPL-CWZ10
 - ii. Projector Screen would be similar to Draper fixed screen
 1. Dimensions 79"X140"; 161" Diagonal
- b. PC Connectivity to allow either room presenter, guest speaker, or council member access to present to the projector.

COMPUTER (To be provided by the City)

6. A presentation master station to include software such as OBS for controlling AV and bringing the room AV back to this station for broadcasting and streaming.
 - i. Station should consist of a powerful PC with minimal specs of
 1. Core I7
 2. 32Gb Ram
 3. 2 – SSD drives
 4. WIFI / Bluetooth
 5. Audio card that includes 5.1 with headset and microphone inputs possibly midi inputs as well.
 6. Video Card to handle multiple displays as well as Display port to HDMI and cables where needed.

SUMMARY:

It should be up to the integrator to know and understand the needs presented here to interpret the best solution for the needs of council to present a live video stream with optimal Audio and Video presence to the public. This shall include knowing what software would work best for these needs as well as hardware.

INSTALLATION SERVICES:

A. SITE VISIT:

- a. A scheduled site visit will be held after initial release of RFP. Any interested parties are urged to visit. The scheduled date is January 5th at 10:00 A.M. located at Niles Scope Senior Center, 14 East State St. Niles, Ohio 44446
- b. Although the site visit is not mandatory, It is highly recommended that interested vendors attend the site visit to provide and accurate quote.
- c. Vendors must provide qualifications and have at least 5 years minimal experience installing AV systems.
- d. The contractor must supply the detail pricing of all design and install services.

CONTRACT AWARD:

Contractors / Vendor will be awarded based on experience and qualifications as well as total project cost. Awards will be on January 19th after bid openings.

DISCRETION OF THE CITY:

- A. The City of Niles reserves the right to reject any or all proposals.
- B. Where the City asks or tells candidates to do stated things, such as that a proposal should follow a stated format or that the candidate should do stated things in seeking the contract, the City may reject a proposal because it does not comply with those requests, so the candidate is adding to its risk of rejection by non-compliance. Still, the City may, in its discretion, waive non-compliance. This subsection (B) does not limit subsections (A)
- C. Once a contract is signed, the parties to the contract may enforce the contract according to its terms as allowed by applicable law.

DEFINITIONS:

- A. "CITY" and "(CON)" both refer to City of Niles
- B. The term "Vendor" or "Contractor" used in this RFP should be used to identify the entity providing the bid.

BONDS:

ORC 735.06

Bids for work under the supervision of the department of public service shall be opened at the time, date, and place specified in the notice to bidders or specifications and shall be publicly read by the director of public service or a person designated by him. The time, place, and date of bid openings may be extended to a later date by the director of public service, provided that written or oral notice of the change shall be given to all persons who have received or requested specifications no later than ninety-six hours prior to the original time and date fixed for the opening.

Each bid shall contain the full name of each person interested in it and shall be accompanied by a sufficient bond or certified check, cashier's check, or money order on a solvent bank or savings and loan association that if the bid is accepted a contract will be entered into and its performance properly secured unless the bid is for a contract for the construction, demolition, alteration, repair, or reconstruction of a public improvement, in which case it shall meet the requirements of section [153.54](#) of the Revised Code. If the work bid embraces both labor and material, such items shall be separately stated with the price thereof.

The director may reject any bid. Where there is reason to believe there is collusion or combination among bidders, the bids of those concerned therein shall be rejected.

SCHEDULE

This schedule is the City's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will be shifted to accommodate those changes the same number of days.

Task:	Date:
Solicit for Proposal	December 13th, 20th, 27 th and Jan 3rd
Pre-Bid Conference / Walk through	January 5 th at 10:00 A.M.
Location: Niles Scope Senior Center	14 East State St. Niles, Ohio 44446
Pre Bid Meeting	January 5 th
Opening of Bids and Selection process	Jan 19 th @ 10:100 A.M.

DEADLINE:

- A. Deadlines to submit proposal are identified in the table above marked as "Schedule". All proposals should be mailed to:

ATTN: City Auditor
RFP-AV BID
34 West State St.
Niles, Ohio 44446

ATTACHMENTS

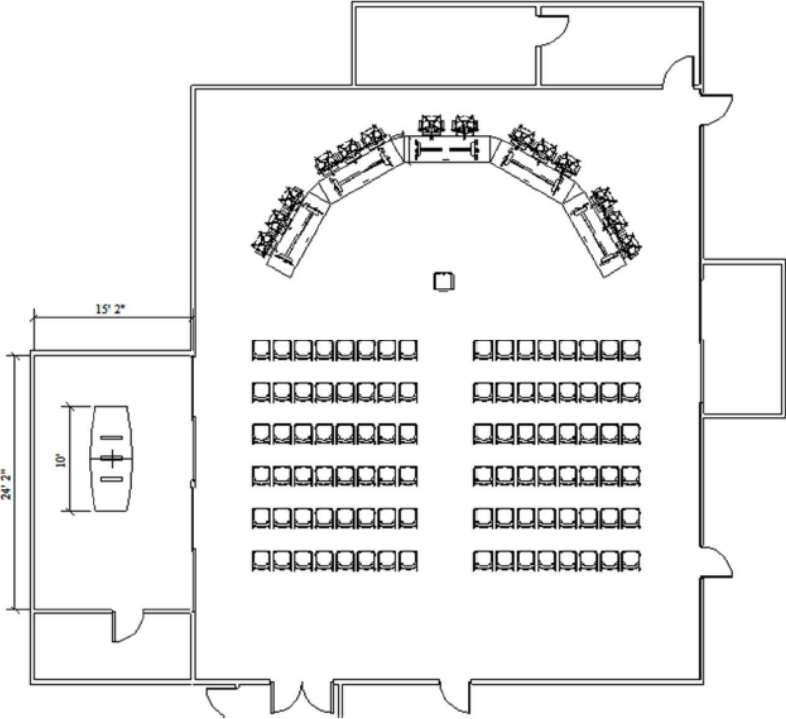


Image 1.

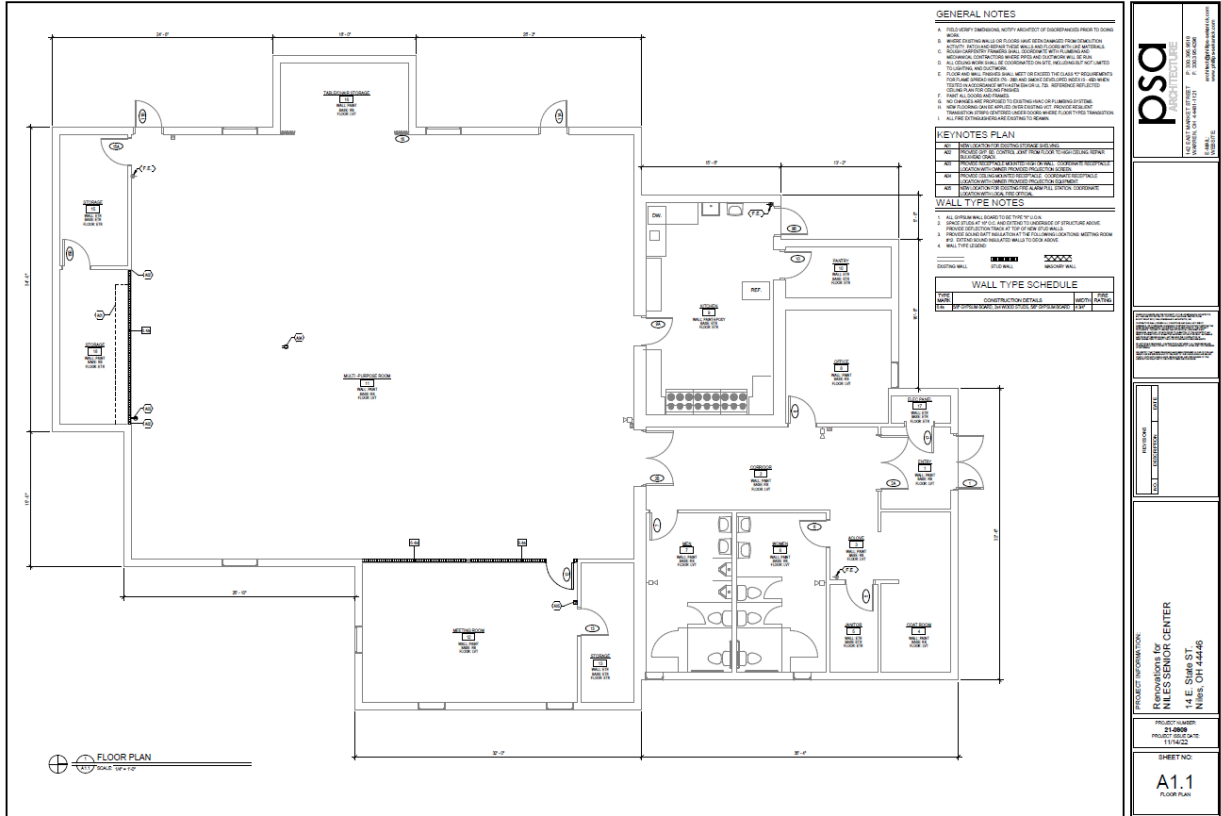


Image 2

Rough dimensions of council chamber area is:
 57'-10" (58') X 49' (50') – Total of 2900 Sq. ft. for acoustic