



Request for Proposals

Request for Proposal for Audio/Visual Virtual and
Streaming Solutions

June 1, 2022

City of Platteville
75 N. Bonson St.
Platteville, WI 53818

INTRODUCTION

The city of Platteville is in the southeast portion of Grant County amongst the rolling hills of southwestern Wisconsin. The current population of Platteville is 12,569. Platteville is home to 14 parks, the Mining and Rollo Jamison Museums, the Stone Cottage, the University of Wisconsin-Platteville campus, the Big M, and the historic downtown Main Street area. The city is serviced by WI State Highways 80 and 81 and US Highway 151, as well as the Platteville Municipal Airport. The City of Platteville has 80+ permanent employees supplemented by seasonal and intern employees. The City's primary departments include administration, community development, fire, library, museum, parks and recreation, police, and public works. The 2021-2023 Strategic Plan, 2022 City Budget, and 2020 Financial Statements and Audit Reports are available online at: <http://www.platteville.org>

PURPOSE

The City of Platteville has the desire to host and stream virtual and in-person council meetings as well as host and stream in-person and virtual trainings and presentations with our citizens and vendors. The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply Audio/Visual, Virtual, and Streaming solutions to the City of Platteville.

GENERAL INFORMATION

1. Original RFP Document

The City of Platteville shall retain the RFP, and all related terms and conditions, exhibits, and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2. Existing Technology Environment

The current Audio/Visual Systems are all housed in the City Hall Council Chambers. The City of Platteville is looking to:

- Upgrade the current A/V system in the main Council Chambers in City Hall to record audio and video as well as have the capability to stream to social media platforms.
- Install an A/V solution for the main Council Chambers in City Hall which enables council, commission, and board meetings to host virtual sessions and stream meeting proceedings to social media platforms.
- Upgrade the current microphone system to sink with updated capabilities to record audio and video to stream to media platforms.
- Upgrade the 2nd Floor North Conference Room to a larger display as well as install equipment that gives City of Platteville the capability to hold virtual meetings. Upgrade the existing wall panels to work with the newly installed equipment.
- Install an A/V Solution for the Human Resources office area which enables to host of virtual sessions and presentations.

3. Schedule of Events

The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

RFP Available for Distribution	Wednesday, June 1, 2022
Deadline for Submittal of RFP	Thursday, June 30, 2022
Interviews (As Needed)	Week of July 3-July 9, 2022
Council Review	Tuesday, July 12, 2022
Possible Council Determination	Tuesday, July 26, 2022

PROPOSAL PREPARATION INSTRUCTIONS

1. Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to City of Platteville as necessary to gain such understanding. City of Platteville reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, City of Platteville reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to the cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to City of Platteville.

2. Good Faith Statement

All information provided by City of Platteville in this RFP is offered in good faith. Individual items are subject to change at any time. City of Platteville makes no certification that any item is without error. City of Platteville is not responsible or liable for any use of the information or any claims asserted therefrom.

3. Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- A. Vendor Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between City of Platteville and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP can be directed to the following City personnel:

Adam Ruechel
City Manager
608-348-1821
citymanager@platteville.org

Jodie Richards
Communication Specialist
608-348-9741 ext. 2257
Richardsjo@platteville.org

- B. Informal Communications shall include but are not limited to requests from/to vendors or vendors' representatives in any kind of capacity, to/from any City of Platteville employee or representative of any kind or capacity except for IT staff consultants for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.
- C. Formal Communications shall include but are not limited to:
- Questions concerning this RFP must be submitted in writing and be received prior to June 30, 2022, at 10:00 a.m. CST.
 - Errors and omissions in this RFP and enhancements. Vendors shall recommend to City of Platteville any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to City of Platteville any enhancements, which might be in City of Platteville's best interests. These must be submitted in writing and be received prior to June 30, 2022, at 10:00 a.m. CST.
 - Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
 - Verbal and/or written presentations and pre-award negotiations under this RFP.
 - Addenda to this RFP.
- D. Addenda: City of Platteville will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers, and addenda will be shared with all recipients. City of Platteville will not respond to any questions or requests for clarification that require addenda, if received by City of Platteville after June 30, 2022, at 10:00 a.m. CST

PROPOSAL PREPARATION INSTRUCTIONS

To be considered for selection, vendors must complete a response to this RFP by June 30, 2022, 4:30 p.m. CST. Proposals may be mailed or delivered to:

Adam Ruechel, City Manager
Attention: Audio-Visual Solution Proposal
City of Platteville
75 N. Bonson St., PO Box 780
Platteville, WI 53818

Alternatively, proposals may be emailed as an attachment, with the email subject "Audio Visual RFP" and with the email addressed to: citymanager@platteville.org.

Proposals should be organized as follows:

1. Title Page – Show the RFP subject, the name of the vendor, local address, telephone number, name of contact person, and the date.
2. Table of Contents – Show a clear identification of the material by section and by page number.
3. Profile of the Vendor – Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Complete copy of RFP - Show a complete copy of the RFP in the order of the requirements set forth in Section 4 of this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed A/V systems.
5. Detail of Hardware and Work - Separate the labor and hardware to be used in the areas listed in Section A/V Solution Specifications
6. Vendor Certification – Completed and signed Vendor Certification (Section 8).

All information requested in the Scope of Work; Specifications & Requirements of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may result in a low evaluation of the proposal. City of Platteville may reject proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to City of Platteville. City of Platteville will schedule a time and date for these presentations. Oral presentations are an option for City of Platteville and may or may not be conducted.

CRITERIA FOR SELECTION

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply City of Platteville with A/V solutions identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

1. Capability of vendor to provide A/V solutions
2. Capability of vendor to provide all necessary equipment (Cameras, Microphones, Speakers, Streaming equipment, Cabling, Networking equipment, Camera Mounts, etc.)
3. Financial stability of the vendor
4. Vendor's depiction of average response times for support requests
5. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
6. Ease of operations, management, and support of the A/V solutions

7. Capability of vendor to provide administrator and/or end-user training 8. Cost effectiveness of the A/V Solutions

SCOPE OF WORK, SPECIFICATIONS, & REQUIREMENTS

City of Platteville is requesting proposals from qualified firms interested in providing A/V solutions, Streaming equipment, Support, Maintenance, Warranty, Cabling, and Training. This system will upgrade our current A/V systems in City Hall and install equipment in the 2nd Floor North Conference Room and Human Resource Office.

1. Technical Specifications

a. Integration and Scalability

The A/V solutions should be capable of integrating with some existing hardware that is in place in the council chambers and conference room. The solution should have the capability of adding cameras as deemed necessary by the City of Platteville.

b. A/V Solution Specifications

A/V solutions should have the following specifications at a minimum:

Main Council Chambers:

- Compatibility with current 13 Microphones Audio-Technica system or ability to convert to wireless receivers
- Current Model Projector with the ability to display on screens or TVs. (Currently have an Eiki LC-XL200A)
- LED Monitors for seven elected officials
- High-Definition IP cameras with PTZ with the capability to configure viewing presents
- Equipment that will allow streaming to social media platforms
- Digital media storage for retrieval purposes

2nd Floor North Conference Room

- Ability to sync to current LED display screen.
- IP Camera for virtual meetings
- Microphones for virtual meetings
- Integration with the current audio software

Human Resource Office

- Ability to sync to LED display screen.
- IP Camera for virtual meetings
- Microphones for virtual meetings
- Integration with current audio software

ADMINISTRATION/MANAGEMENT OF A/V EQUIPMENT

The proposed solution should describe the administration/management interface that will be used to manage the areas that require IP cameras. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with Active Directory, have a web client, supports video storage to an attached device or a network device.

SUPPORT AND MAINTENANCE

The City of Platteville requires a minimum of 1-years support and onsite support with the option to continue annual support after the 1-year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

1. Service Provider

Please state the name of the company which will be delivering service and on-site support for this solution. If service has been outsourced to another firm, how long has this relationship been in effect?

2. Product History

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle? Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

ENGAGEMENT METHODOLOGY

City of Platteville is looking for a turn-key solution. The vendor will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment at City Hall. The vendor will be responsible for coordinating with the City's ITS Provider in configuring the networking equipment to work with the City's existing ITS systems.

VENDOR QUALIFICATIONS & REFERENCES

All vendors must provide the following information for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company
 - Year business was established
 - Number of people currently employed
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach.

4. Information on its current clients, including:
 - Total number of current clients.
 - A list of clients with similar needs using similar products and/or services.
 - Evidence of successful completion of a project of a similar size and complexity.
5. References: Contact information for five references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

BUDGET & ESTIMATED PRICING

All vendors must fill out the following Total Cost Summary for the implementation of their solution for City of Platteville’s A/V solution projects as described in this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 60 days as of June 30, 2022.

Total Cost Summary

For all available deployment models, provide a five (5) year cost summary as displayed below.

Costs	Total	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware						
Software Licensing						
Installation						
Maintenance						
Documentation & Project Management						
Miscellaneous						
Other (specify)						
Total:						

Hardware: List, describe, and record the cost of each piece of hardware that is required.

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and 10 maintenances of your proposed solution.

Documentation & Training: If there are fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

ADDITIONAL TERMS & CONDITIONS

1. Personal Information

a. General

- i.** Depending on the circumstances, City of Platteville may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, and experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent.

b. Requested Personal Information

- i.** Any personal information that is requested from each Respondent by City of Platteville shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to City of Platteville. City of Platteville will consider that the appropriate consents have been obtained for the disclosure to and use by City of Platteville of the requested information for the purposes described.

2. Costs

The RFP does not obligate City of Platteville to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of City of Platteville, subject to claims of confidentiality in respect of the Response and supporting documentation.

3. Intellectual Property

The Respondent should not use any intellectual property of City of Platteville including, but not limited to, all logos, registered trademarks, or trade names of City of Platteville, at any time without the prior written approval of City of Platteville, as appropriate.

4. Respondent's Responses

All accepted Responses shall become the property of City of Platteville and will not be returned.

5. Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the State of Wisconsin.

6. No Liability

City of Platteville shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7. Nondiscrimination of Contractors

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

8. Tax Exempt Status

Sales of goods to City of Platteville are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.

9. Entire RFP

This RFP, any addenda to it, and any attached schedules constitute the entire RFP.