

REQUEST FOR PROPOSAL

WALLDORF/DUNNING MEETING ROOM TECHNOLOGY UPGRADE

NOTICE OF PROPOSAL

Plymouth District Library is issuing a request for proposal (RFP) for the renovation of the library's large meeting room technology to provide seamless zoom compatibility for large events.

CONTACT: Melanie Bell
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DUE DATE: Friday, September 30, 2022 at 10am
Proposals received after this time will not be considered.

Proposals must be submitted in a sealed envelope. The envelope should clearly indicate it is a proposal for meeting room technology upgrades. Faxed or emailed proposals will not be accepted.

There will be a pre-bid meeting on Monday, September 12, 2022 at 1:00 PM. The purpose of the meeting will be to review the request for proposal and to answer any questions bidders may have. The pre-bid meeting is not a mandatory meeting; however, bidders are strongly encouraged to attend.

Proposals will be publicly opened, read aloud, and tabulated beginning at 10am on Friday, September 30, 2022.

REQUIREMENTS

Furnish and install all material, labor, and equipment required for **all work** outlined below for a complete and operational system. Also included:

- All cutting and patching required for all electrical demolition or new installation.
- Disconnect, demolish, and dispose of all existing non-compatible devices.
- Provide for the removal and reinstallation of any ceiling pads and grid as necessary to accommodate this work.
- Provide City of Plymouth electrical permit and schedule inspections.
- Provide all required layout.
- Provide expediting report for all equipment.

- Provide continuous housekeeping and clean-up.
- Final clean-up.
- Two year warranty from the date of completion.
- All work to be completed during the library's normal business hours and scheduled with library staff.
- All finished work should match pre-construction setting.

SPECIFICATIONS

- Achieve seamless Zoom compatibility: audio microphones and video recording of multiple angles with no echo feedback
- Ability to combine and separate two rooms with full audio-visual capability
- Control and manage the room AV through a touchscreen panel in each room
- Centralized AV rack within one closet with two wall panel hookups for presentation equipment
- Two large screen televisions for digital presentations
- Multiple wireless microphone solutions
- Ability to connect to in-ceiling speakers for full sound coverage in each room

CONSIDERATIONS FOR AWARD ACCEPTANCE

Work will begin promptly following award and site readiness. Insurances and manufacturer lists must be in order prior to start-up. Must have access to proper equipment and responsible personnel to complete the above list of work. Must repair any adjacent materials damaged in the execution of above listed work. Replacement of and/or repair of defective and/or misaligned materials belongs to this contractor. Communication and follow-up with the Facilities Supervisor is required to provide input in developing a working schedule.

Bidders will be subject to background checks. Additionally, Bidders must submit:

- Familial Disclosure Statement, if needed
- Notarized Iran Economic Sanctions Act Affidavit
- List of References
- Proposal Pricing Form (attached)

PROPOSAL PRICING FORM

BID INFORMATION

Bidder Name:

Our lump sum bid for the work of this proposal:

Dollars (\$))

SCHEDULE INFORMATION

Anticipated number of on-site staff:

Anticipated number of weeks to complete:

Man-hours included in the base bid:

Fixture lead time:

SIGNATURE

I agree to the terms outlined in the Request for Proposal.

Signed:

Date:

Title:

Phone Number:

Company Email: