



City of Belle Isle

Request for Proposals

**MODERNIZE THE AUDIO VISUAL
SYSTEM FOR THE COUNCIL
CHAMBERS**

PROJECT NO. 21-02

Proposals Due by: _____



Request for Proposals

No. 21-02

Notice is hereby given that the City of Belle Isle at 1600 Nela Avenue, Belle Isle, Florida 32809 will receive WRITTEN PROPOSAL SUBMITTALS from qualified vendors to fully modernize the Audio/Visual system for the City Council Chambers as described in the attached Request for Proposals. Submittals will be accepted up until 3:00 PM, EDT, _____, 2021. Proposals received after that time and date will not be considered. The City of Belle Isle accepts no responsibility if delivery is made to another location. An evaluation team will review submitted qualifications and select the best qualified firm for the project.

An electronic copy of the RFP can be obtained by visiting the City of Belle Isle website at www.cityofbelleislefl.org or contacting the City Clerk at yquiceno@belleislefl.gov

Publish: _____, 2021

The City of Belle Isle (CITY) is seeking proposals from qualified vendors to fully modernize the Audio/Visual system for the City Council Chambers.

Issuing Office

The City Clerk's Office is the issuing office for this Request for Proposal (RFP) and the point of contact for the City for all process and contract questions as well as protest.

Issuing Office

City of Belle Isle

Yolanda Quiceno

City Clerk

1600 Nela Avenue

Belle Isle, FL 32809

(407) 851-7730

yquiceno@belleislefl.gov

Technical Questions

Alan Chow (City's IT contractor)??

Other?

Anticipated RFP Schedule

The CITY anticipates the following general timeline for this RFP and the schedule may change as necessary.

<u>Event</u>	<u>Date</u>
Issuance of RFP documents –	
Mandatory walk-through –	
Deadline for RFP questions and comments –	
Deadline for RFP Submission –	
RFP Review – Completed by	
Interview Date with Finalist (if needed) –	
Notice of Intent to Award –	
City Council Approval –	
Commencement of Contract –	

Submission Date and Location

Each proposer must provide six (6) written and one electronic copy submitted to yquiceno@belleislefl.gov by Thursday, _____ 2021.

Solicitation Documents and Changes (Addenda)

All solicitation documents may be viewed or printed on line from the CITY'S website at www.cityofBelleIslefl.org or may be viewed onsite at the City Clerk's Office at the address listed above.

Packets received from other sources will not be considered valid documents. Please contact the City Clerk's Office listed above with any problems with the solicitation documents.

Any questions, clarifications, or revisions will be addressed and issued in addenda. CITY must receive any questions in writing prior to 2:00 PM Thursday, _____, 2021.

Proposers are responsible for checking the CITY'S website for the issuance of any addenda prior to submitting a proposal. The proposer is held responsible for all addenda/changes to the documents and may be considered non-responsive if their proposal does not reflect those addenda/changes.

Protests

Any complaints or perceived inequities related to this RFP shall be made in writing and directed to the City Manager's Office at the address listed above.

Rejection of Proposals

The CITY reserves the right to cancel any and all proposals submitted. The CITY also reserves the right to waive or not waive any informalities or irregularities in proposal responses.

Modification / Withdrawal

Unless otherwise specified, modification of the Proposal will not be permitted; however a proposer may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw his or her Proposal, either personally or by written request to the City Clerk's Office. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time for receipt of Proposals has not expired.

Cancellation

The CITY reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the CITY'S best interest. In no event shall the CITY have any liability for the cancellation of award.

Duration of Proposals

Proposals must remain valid for at least 120 days. Proposals must be signed by an official authorized to bind the proposer.

Public Record

All proposals submitted are the property of the CITY and are public records. All documents received by the CITY are subject to public disclosure after the CITY selects a contractor.

Incurring Costs

The CITY is not liable for any cost incurred by contractors prior to execution of a contract.

Acceptance of Standard Agreement

As a condition of submitting an RFP response, all vendors are required to accept the term and conditions of the City's Standard Agreement (Exhibit B). Request for variations must be made prior to the deadline for RFP questions and comments – Thursday, _____, 2021 (2:00 PM EDT). The CITY will address those questions and provide responses to vendors prior to the RFP submission deadline.

Project Overview and Environment

The City of Belle Isle is a chartered city with a population of 8,000 and is located in southern Orange County just northwest of Orlando International Airport. The City is a council-manager form of government with the mayor elected at large for a two year term and seven City Councilmembers who are elected at large for two year terms.

Current Environment

The current environment consists of a limited audio system and projector system. Live streaming is done on Facebook via iPad. The City does have volunteer students and teacher from Oak Ridge High School who use their equipment. When the volunteers broadcast the meetings, they are done well and the viewers have good quality. The audio system is not flexible and requires significant adjustment if any setting is changed.

Project Management and Staffing

The project will be overseen by the City Manager. Yolanda Quiceno, City Clerk, shall serve as project manager and liaison between the selected firm and the City.

SUBMITTAL OF PROPOSALS

4.2.1 All proposals must be submitted sealed. If a carrier such as Federal Express is used, then proposals must be also be sealed inside the Fed Ex package, labeled as "Upgrade City Council Chamber Audio System". Further labeling details are below in section 4.2.2. Qualified firms are invited to submit one (1) original and three (3) copies and one (1) copy of CD or thumb drive of their proposal to:

Yolanda Quiceno, City Clerk
City of Belle Isle
1600 Nela Ave
Belle Isle, FL 33809

For hand delivery of proposals, bring them to:
City of Belle Isle Administration Department (City Hall)
1600 Nela Ave
Belle Isle, FL 33957

4.2.2 Complete proposals shall be submitted to the above address on or before the deadline submission shown in Section 7 Project Timeline.

Proposals submitted shall not be valid unless sealed in an envelope marked "Upgrade City Council Chamber A/V System". If a proposal package is shipped or mailed, there must be a sealed inner package appropriately labeled so that proposals are not inadvertently opened prior to the scheduled opening date and time. E-mails and faxes of proposals will not be accepted. Proposals shall identify the name of the firm, project name, and date of the submittal.

The proper delivery of the proposal to the City of Belle Isle is solely and strictly the firm's responsibility. The City of Belle Isle shall not be responsible for delays caused by the United States Postal Service or other delivery services or any other occurrence.

The proposal delivery time will be scrupulously observed. Under no circumstances will proposals delivered after the specified delivery time be considered. Late proposals will be returned to the firm unopened with the notation, "This proposal was received after the delivery time designated for the receipt of proposals."

Complete proposals shall, at a minimum, consist of the following:

- Letter of Intent
 - Include an introductory letter expressing interest in the project. The letter should include name of firm, contract person, email address, mailing address, telephone number, and must be signed by a person authorized to bind the firm. The City will use email exclusively for information requests and RFP changes. **NOTE: the exception to email is to request an RFP. RFP's CANNOT BE SUBMITTED BY EMAIL.**
- Proposal Introduction, Background and Objectives Statement
- Qualifications and Experience
 - Principal Individuals and Firm
 - Any Sub-consultants
 - Comparable Projects. Provide project descriptions for up to five recent projects similar in nature and size to the proposed project, including type of entity, start and completion dates, and measures used to indicate quality and successful project completion.
 - Provide client reference names and phone numbers. Provide any background information on the size, capability and location of the firm that may be beneficial.
- Cost Proposal.
 - Provide a cost proposal to perform the scope of work. Include estimated person hours, labor costs and expenses for each task listed in the scope of work. The proposed costs should include any applicable travel and/or other expenses. Travel costs must be included in the cost proposal. Travel costs will only be paid through reimbursements.
 - Clearly describe any deviation from the listed scope of work that would significantly affect costs. Separate the cost of any proposed optional services from the cost of services requested. The format for the cost proposal is to be selected by the consultant.
 - Include a listing of hourly rates for all employee classifications anticipated to work on the project, as well as rates for non-labor direct expenses. Include similar information for any major sub consultants. The listed rates will be used in preparation of any future change orders.

- Completely address each item in Project Objectives – Scope of Work. Provide a statement of the services to be provided including a detailed explanation of how the services are to be provided and managed. Indicate how important each service is to successful project completion. Identify the expected involvement by City staff for each major activity in the project. A project schedule should be included in this section.
- Three professional references. These references should be current customers of the prospective firm with at least 4 years ongoing professional relationships.
- A full copy of this RFP.
- Bidder's Checklist.

5. INSTRUCTIONS TO FIRMS OR TEAMS

5.1 CITY'S RESERVATION OF RIGHTS

The issuance of this RFP constitutes an invitation to present sealed proposals. The City reserves the right to determine, in its sole discretion, whether any aspect of the submittal satisfactorily meets the objectives and criteria established in the RFP, the right to seek proposal clarification from any firm or team, the right to solicit further qualifications from any firm or team submitting a proposal, and the right to reject any or all proposals with or without cause. The City also reserves the right to modify the Scope to be considered for this project. The City shall have no liability to any firm or team for any costs or expenses incurred in connection with the preparation and submittal of this RFP or otherwise.

5.2 CITY'S INTERPRETATION/ADDENDA

No interpretation or clarification of the meaning of the RFP document will be binding if made to any firm or team orally. Every such request must be in writing, addressed to Yolanda Quiceno, City Clerk. Requests can be sent by e-mail to yquiceno@belleislefl.gov. Requests for interpretations and clarifications must be received no later than the date shown in the Project Time Line, Section 7.

5.3 RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES

The firm or team shall observe and obey all laws, ordinances, rules, and regulations of the federal, state, county and City of Belle Isle, which may be applicable to the supply of this service.

The selected vendor must have, and maintain for the duration of the agreement, valid state and/or City of Belle Isle licensing as appropriate.

5.4 WITHDRAWAL OR MODIFICATION OF PROPOSALS

Proposals may be withdrawn or modified on written, faxed or telegraphic requests dispatched by the firm in time for delivery in the normal course of business prior to

the time fixed for the deadline of submittals provided.

If, within twenty-four (24) hours after proposals are received (excluding Saturdays, Sundays and Holidays), any firm providing a signed, written notice to the City of Belle Isle and demonstrating to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of its submittal, may withdraw its submittal.

5.5 ADDITIONAL INFORMATION REQUESTS

The City reserves the right to request additional information from firms or teams during any phase of the evaluation process. During the evaluation and selection process, the City may require the presence of firm's representatives to make presentations and answer specific questions. Notification of any such requirements will be given as necessary.

5.6 CONDITIONS OF AWARD

The City may elect not to award a contract solely on the basis of this RFP, and will not pay for the information solicited or obtained. The information obtained may be used in determining the alternative that best meets the needs of the City.

5.7 AWARDED CONTRACT PROVISIONS

Upon award of the contract, the selected firm will be required to submit a contract to the City. The flowing contractual provisions must be followed:

- 5.7.1 The contract cannot include any language for indemnification of the firm or team
- 5.7.2. All disputes will be handled in Lee County, Florida.
- 5.7.3 Binding arbitration will not be used to settle disputes.
- 5.7.4 Invoices may take up to 45 days to be processed
- 5.7.5 Final invoicing will not be submitted to the City until at least 30 defect free days have elapsed from that date that the City formally accepts that the project is completed
- 5.7.6 Some employees and some subcontractors of the selected firm may need access to confidential information and secure areas. In these cases, the selected firm will have to either warrant that they have performed adequate background checks on involved employees and subcontractors or authorize the City to run background checks. If the City will be running any background checks, then the information, and signed authorization, will need to be submitted to the City in advance.

NOTE: the selected firm cannot give blanket approval to run background check on its employees. The selected firm must obtain approval from each employee authorizing background checks.

5.7.7 The award for the maintenance and on-going support will be for a three (3) year term, which can be extended year to year through mutual agreement of both parties.

5.7.8 All construction and installations MUST comply with Belle Isle ordinances and development guidelines.

5.7.9 All wiring must meet the minimum specifications of the current National Electrical Code (NEC). Since Belle Isle is in a lightning prone area, sensitive equipment must be protected with surge protection that meets the minimum specifications of the NEC code.

6. Proposal Evaluation Criteria and Scoring

Evaluation and ranking of proposals will be conducted in the Sunshine with appropriate public notice. The City will negotiate a contract with a firm based on the results of the evaluation and pricing. The resulting contract shall be subject to review and approval by City Council. The award shall be made to the responsible firm determined to be the most advantageous and responsive to the City taking into consideration the objectives and evaluation criteria set forth in this RFP.

City of Belle Isle Evaluator Rating			
Vendor:	Evaluator:		
FACTOR	Weight	Score	Weighted Scor
1. QUALIFICATIONS OF COMPANY/CONSULTANT			
Relevant Experience of the Firm.	10%		0
Reputation of the Firm. (Based on references for similar successful projects)	10%		0
Capacity of the Firm (Depth of available resources, fiscal stability, and history of similarly sized projects)	10%		0
2. TECHNICAL APPROACH			
Responsiveness following the instructions of the RFP	10%		0
Schedule validity or applicability and penalty incentives	10%		0
Presentation of completed model in the RFP Response	10%		0
Design	10%		0
SUB-TOTAL	70%		
3. COST FOR SERVICE			
Initial Cost	20%		0
Cost of Maintenance and service calls	10%		0
SUB-TOTAL	30%		0
	TOTAL	100%	0
SCORE: 0=Unacceptable 1=Poor 2=Fair 3=Good 4=Excellent			

7. PROJECT TIMELINE

Dates are subject to change.

Advertise for Proposals	
Question Period Ends	
Answers to Questions Posted	
Proposals from Vendors are Due:	
The Proposals will be opened(meeting will be noticed)	
Contract Negotiation	
Vendors that Submitted will be Notified of the Decision	

8. FINANCIAL ISSUES

8.1 PROJECT BILLING

The City may pay capital costs up front, and up to 25 percent for professional services during the implementation phase of the project. The City may decide to procure capital equipment and software itself. Final billing cannot be invoiced until at least 30 defect free days after final installation date.

A defect found during the initial 30 day acceptance period may result in a restart of the entire acceptance period and then require a 60 day acceptance period at the City's discretion. If the City enacts this provision, written notification will be made to the selected firm's official contact.

8.2 EQUIPMENT

Hardware will be from top tier manufacturers only. The City uses Dell for PC's and servers. The City has tax exempt status and access to State Purchasing. Commodity computer equipment and software may be purchased directly by the City for this project. The selected firm will provide specifications for the equipment and review equipment and software quotes prior to the City's purchases.

Microphone Locations

Diagram 1 – Microphone Locations

**ADD PHOTOS OF COUNCIL CHAMBERS AND
HALLWAYS**



BIDDERS CHECKLIST

	Initial
1. Letter of intent	
2. Firm's official contact information and firm's billing information	
3. Proposal Introduction, background and objectives statement.	
4. Qualifications and experience.	
5. Proposed project approach.	
6. Completely addressed each item in Section 2.	
7. At least three (3) customer references enclosed (preferably governmental).	
8. A complete copy of this RFP.	
9. Information concerning system requirements and capabilities enclosed	
10. All questions concerning implementation and support answered and enclosed.	
11. All cost information for entire system broken down by: System Cost, Projection Option, Office Speaker Option, Network Audio Option, Ongoing Support Costs.	
12. Complete and enclose "Bidder's Checklist".	

EXHIBIT A: SCOPE OF WORK

Introduction

The City of Belle Isle is a chartered city with a population of 8,000 and is located in southern Orange County just northwest of Orlando International Airport. The City is a council-manager form of government with the mayor is elected at large for a two year term and seven City Councilmembers representing seven Districts, but who are elected at large for two year terms.

The Council Chambers, located in City Hall at 1600 Nela Avenue, Belle Isle, Florida, 32809, provides a facility for not only public Council meetings, but for Planning & Zoning Board meetings as well as other public advisory board and internal meetings. Meetings are streaming video (both live and recorded) on Facebook. This project is to update the audio visual equipment with more modern, affordable, and durable equipment in the Council Chambers. Also consider any ancillary rooms or areas into which the meetings are broadcast for staff and for overflow crowds.

The Council Chamber and related control systems will be upgraded to utilize current, reliable and supportable technology to allow the City to conduct Council and Committee meetings and other presentations requiring internal AV support. The new Council Chamber AV system will include new local sound reinforcement, audio and video recording, integration of multiple cameras and presentation distribution to cable broadcast and online streaming. An integrated control system will be used to allow easy and intuitive user control of the system. The control system is to provide full system control, including selection and control of source devices, presentation switching, and audio control. The Council Lobby will support live audio.

Purpose and Objectives

The City desires to fully replace the existing system with a modern, digital presentation system that provides clear audio and enhanced presentation viewing in all areas of the Council Chambers. All of the technology shall be digital and IP-based and interoperable. The system as installed will support at least full HD capability (1920x1080 Resolution). The installed infrastructure should be able to accommodate future presentation upgrades of at least 4K resolution.

Project Goals:

- Improved video display and recording capabilities
- Improved audio capabilities
- Improved reliability
- Install and implement designed audio, video, and sound system solution into the existing City Council Chambers

Audio equipment will need to be replaced to integrate with new cameras to capture clearer sound than what is currently possible with the existing equipment. We expect the majority of the electrical and low voltage data cabling will require replacement to support the new equipment and additional cabling may need to be installed where no cables currently exist.

The City does not have staffing to allocate to active monitoring and management of the audio system. The system needs to be as hands free as possible. Our goal is a system that can manage audio and video input levels without significant staff intervention.

Existing Equipment

All existing audio equipment is expected to be replaced with the corresponding new elements and/or systems as included in the Equipment List provided by the Contractor. It is expected that all necessary low voltage and high voltage cabling that is needed, will be installed by selected AV contractor. The AV Contractor will inventory all of the existing equipment and dispose of it through appropriate e- waste recycling processes.

Specific Scope of Work

The City is seeking a qualified vendor to design, develop and install upgraded audio, video, and sound system equipment in the City Council Chambers. This Request is for two areas: immediate, total replacement of the existing system, and as needed repair and routine maintenance of the new audio system.

The scope of work for this engagement will be to remove the existing equipment, keeping as much facilities and furniture infrastructure intact as possible, design and install or modify the desk and dais areas (if necessary) to accommodate the provided equipment and comfortably accommodate the people needed to use it, configure and test the new system within the calendar timeframe defined herein.

Contractor will verify AV system, electrical requirements, conduit, heat load data, and interior design considerations unique to the audiovisual system which have been incorporated in the functional specification and equipment design.

Specific deliverable requirements requested by the City as part of this RFP include the following:

- A. Provide a single line drawing of the new audio, video, and sound systems to the City. Detailed system fabrication, interface, and cabling drawings will be prepared in AutoCAD format, PDF or other standard graphic files will also be provided of the overall design for ease of review.
- B. Provide a listing of all labor and materials to install the complete audio, video, and sound systems. Supply of all required equipment to provide turnkey system. Supply of interface and mounting components - AV Contractor will supply interface and mounting components and cabling, connectors and installation materials.

C. Provide testing and adjustments after the installation of the new audio, video, and sound system. Assist the City with programming and commissioning the new systems after installation. Once the site is verified as completely prepared and acceptable for receipt of the systems, the AV components and equipment will be transported to the site and installed. Complete system installation to supporting infrastructure (conduit, electrical, cabling, etc.) will be performed by AV Contractor during the timeframe designated for Council Chambers closure. After all AV systems are installed, final testing and adjustments will be made to ensure compliance with the established performance criteria. City will be present to observe and sign off on the testing completion.

D. Provide training for the new systems after installation for staff and for elected and appointed officials. Once all systems are installed and final testing and adjustments have been completed, City staff operational training will be performed. An allowance of sixteen (16) hours of operational training shall be included. Additional operational training and manufacturer specific operational training may be provided upon request at additional charge. Following the User Training, the City will perform a complete mock meeting run through. If successful, a System Acceptance Certificate will be executed and final payment authorized. Failure of any component during the System Acceptance will result in withholding of final payment and may invoke Liquidated Damages if the system cannot be used for the next scheduled public meeting.

E. Provide the City with support for manufacturer warranties for service during the warranty period, and also provide the City with service support labor rates. As needed repair and routine maintenance of the new audio system. Repair Costs Detail costs must include, but are not be limited to: trip charges, hourly rates, equipment replacement costs for hardware, etc. Include how the selected firm will handle all costs over the term of the contract. For example, equipment costs might be cost plus some reasonable markup for handling and overhead. Or perhaps current cost plus x% annual increase.

F. Quick Response Support. The City's audio system is critical and requires a reliable company to provide as needed support in a timely manner. Please detail your company's commitment to provide quick response in the event of a significant system failure occurring during a City Public meeting. Include response time that can be guaranteed and the cost for this level of support.

G. Escalation Procedure. The City will need a formalized escalation procedure with the selected firm to include cell phone numbers for management personnel. This audio system is essential to support the City's official meetings. The City would use those numbers only in the event that our customer service level expectations were not being met. The City does not need the actual contact information as part of this submittal; only an outline of what the escalation procedure would be, and a commitment to provide the info as part of the contract negotiation process.

H. Provide all operating manuals for the new equipment installed. Formal documentation of the system must be provided. This must include, but is not limited to:

- Wiring paths and diagrams including component to component wiring
- Default system settings
- All component manuals

I. Contractor will provide one system engineer on-site for the first live City Council meeting that will utilize the new system.

J. A meeting schedule will be provided for all meetings and training activities. The room must clean and left in a usable condition for these events.

The audio, visual, and sound system upgrades will be completely installed and functional on or before _____, 2021.

Preventive Maintenance and System Warranty

- Service support – A complete and comprehensive program of preventive maintenance, service and warranty support shall be provided for a period of five years from the date of acceptance of the AV systems proposed.
- Rapid response within four hours of service request during normal business hours.
Requests received after hours will be responded to next business day.
- Provides remote diagnostic support
- Unlimited telephone support between the hours of 8:30am-5pm, EDT M-F. After hours support must also be provided at a specified hourly and per call rate.
- Covers removal, reinstallation, configuration, testing and alignment of repaired equipment
- Includes four (4) preventive maintenance visits per year per room on a quarterly basis.
- Provides emergency support of your equipment
- Covers all required parts and repair costs for equipment breakdown
- Such support will be billed on an annual basis subject to cancellation for unbudgeted funds and with a limited price escalation as specified herein.

Deliverables

Within two weeks of final system adjustments and user training are completed, the following will be presented to the Client in electronic and hard form for archival.

- a. System training materials
- b. Final Equipment Schedule (including model numbers, serial numbers, etc. in machine readable, e.g. EXCEL format). This list will also include all existing equipment included as part of the final system.
- c. As-Built System Drawings in one of the formats specified by the City.
- f. Inventory of any old equipment in use at the close of the project with an inspection status from Contractor which shall be used as an attachment to the "Preventative Maintenance and System Warranty" contract.

Project Area

The City Council Chambers are located in Belle Isle City Hall where elected officials, City staff and the public meet to conduct official City business. The primary use of this facility is to host regular and special City Council meetings, informational meetings, committee meetings and commission meetings. The chamber facility is also used as a training center and court room. The Council Chambers itself is approximately 35 feet wide and 25 feet long with a maximum height of 9 feet. The room includes a dais for the City Council located at the south end of the room with seating for ten (10) and one (1) behind the dais. Audience seating begins towards the center of room and is split by a center aisle with a small section on the west side of the chamber with a podium for residents and guests to address the council members. The audience seating area has room for eighty-eight (88) people.

Dais

The Council Chamber has a ten position dais at the front of the room. Each seated location will have a mounted gooseneck microphone, mute switch, speaker, and confidence monitor(s)/ display. The microphones will be used for local sound reinforcement, audio conferencing, recording, and distribution to broadcast and will have a LED color ring indicator of current status (mute or unmute). The speakers at the dais will support mix-minus local reinforcement for greater intelligibility of speech and presentation audio. The display will support confidence monitoring of content that is being displayed on the large format displays in the room. The mute switch will be used to mute and unmute the microphone and shall have a LED status indicator that mirrors the ring LED status indicator on the microphone. The mayor's position will have two additional mute buttons, one for muting all microphones and the other for controlling the mute/unmute of the podium microphone.

Staff Positions

The Council Chamber has the Clerk's positions located behind the dais. The City Clerk position will have a microphone, speaker (optional), computer, PC Display, and mute switch. The City Clerk will have a single confidence monitor display if needed for a total of two displays. The City Clerk will have an Owner Furnished PC or laptop that is not integrated into the AV system but must be installed in the dais.

Additionally, there will be a touch panel located at the City Clerk workstation. The touch panel will be the primary in-chamber presentation control point for use during meetings to control the AV presentation systems and will be used to select and control the presentation media to be displayed in the Chamber, audio volume, audio conferencing, microphone control, and video preview of all available sources

Podium

A new gooseneck microphone will replace the existing microphone. Control of the podium mute will be provided on any of the touch panels as well as from the Mayor's position via a button. The existing speaker timing system will remain in-place as is as a standalone system. The display of the speaker timer can be creatively considered as part of the design of the podium display.

Video Display

The presentation system video display should provide clear viewing from all areas of the Council Chambers. This will include the audience seating, dais positions, and City Clerk workstation. We are looking for creative solutions to meet this need.

Audio Reinforcement, Audio Conferencing, and Assisted Listening

Twelve (12) gooseneck microphones, two (2) wireless lavalier microphones, and two (2) wireless handheld microphones will be used for voice reinforcement and presentation support. All wireless microphones will have rechargeable batteries. The video and computer sources are to provide media audio. A multi-zone distributed loudspeaker system will be employed for mixed media, audio conferencing, and voice audio reinforcement in the Council Chamber and Council Chambers Lobby. Volume level for the Council Chamber and Council Chambers Lobby speaker systems will be available via the control system and is to be controlled remotely from any touch panel. Any touch panel shall be used as the audio conferencing dialing interface.

An assisted listening system is to be supplied to support additional audio reinforcement in the Chamber. The system will utilize an induction hearing loop placed in the ceiling for use with compatible hearing aids and seven (7) rechargeable belt-pack style receivers that can be used with attached head phones.

Control System General Description

An integrated AV control system will be included in the Council Chamber system. Functionality of the control system will include, but is not limited to, system power control, selection and control of source devices to be displayed on the video wall, presentation router control, microphone muting, Chamber ceiling speaker volume level control, and video source preview. The primary control point of the presentation system will be located at the staff positions in the Council Chamber. In the event of power outage, the UPS will provide sufficient power to shut down the system in the proper fashion without damaging any equipment. When power is restored to the system, it will power up and return to its programmed state. A system to allow remote monitoring, troubleshooting, and connection to all controlled devices shall be provided. Access shall be controlled by the City's network security protocols.

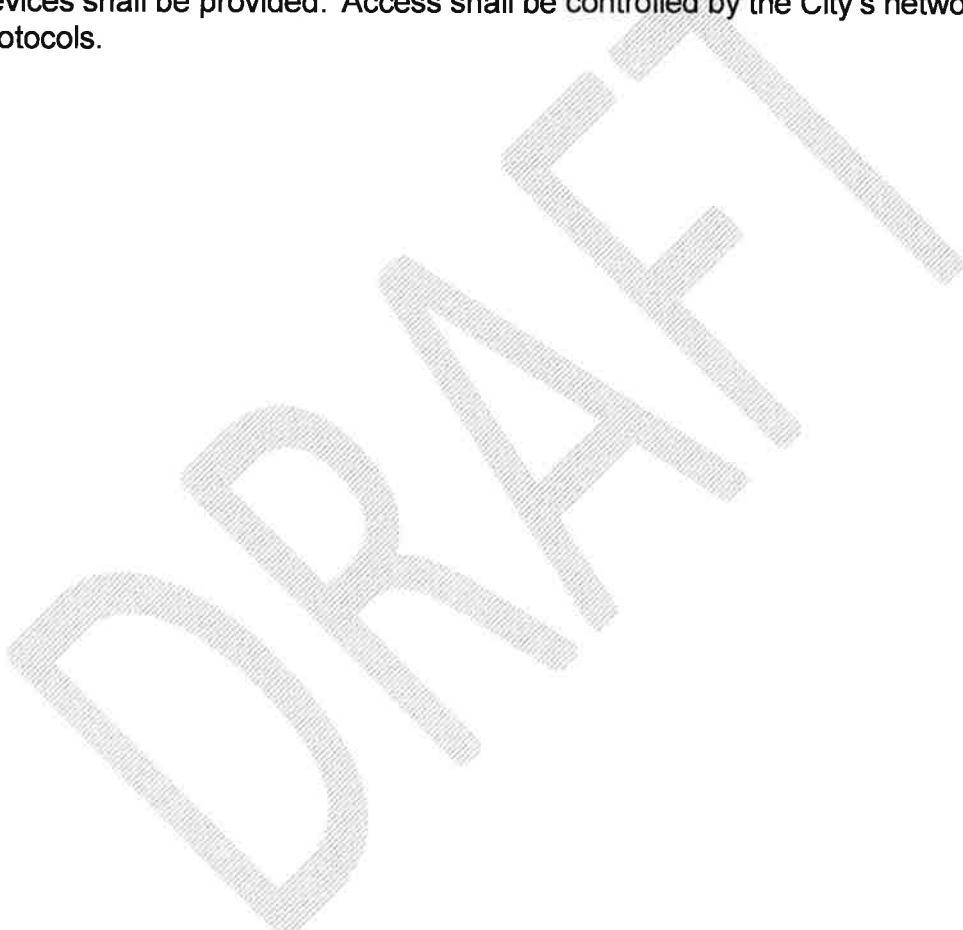


EXHIBIT B: SAMPLE AGREEMENT

DRAFT