

**VILLAGE OF ESTERO, FLORIDA**

**VILLAGE COUNCIL MEETING**

**February 10, 2016**

**AGENDA ITEM SUMMARY SHEET**

**Agenda Item:**

Request for Proposals for Council Chambers Audio, Video and Sound System.

**Background:**

An RFP is necessary in order to meet the requirements of the Village purchasing procedures ordinance.

**Financial Impact:**

The exact amount will not be known until a contract is negotiated.

**Recommendation:**

Approve the Request for Proposals and authorize staff to distribute.

**Potential Motion:**

Move to approve RFP 2016-02 Request for Proposals for Council Chambers Audio, Video and Sound System and authorize staff to distribute.



**VILLAGE OF ESTERO, FLORIDA**

**REQUEST FOR PROPOSALS  
RFP 2016-02**

**COUNCIL CHAMBERS AUDIO, VIDEO AND SOUND SYSTEM**

# VILLAGE OF ESTERO, FLORIDA

## REQUEST FOR PROPOSALS

### FOR COUNCIL CHAMBERS AUDIO, VIDEO AND SOUND SYSTEM

RFP 2016-02

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#### INTRODUCTION

The Village of Estero, Florida is requesting proposals from qualified audio, video and sound system vendors to install audio/video/sound systems in the new Village Council Chambers, 9401 Corkscrew Palms Circle, Estero, Florida.

The Village of Estero Council Chambers serves an important role in the community as the primary forum for a variety of public meetings for the Village Council and Boards. It is essential that meeting presenters have the best available audio and video tools to communicate effectively, and that the audience/attendees have the best possible audio visual experience, and can also participate effectively in the proceedings.

The intent is to award to one qualified vendor to design, provide, and install new equipment. However, proposals for individual components may be considered. Additionally, the vendor will perform training as well as provide ongoing support and maintenance on the equipment. The systems shall be the latest technology, easy to operate, and provide all of the needed functions per the manufacturer specifications. The final systems must be simple to operate, provide flexibility in room design, and be multi-functional, with expansion capability. It is the desire of the Village to achieve a complete and operational turn-key system.

#### SCOPE OF WORK/GENERAL DESCRIPTION OF EQUIPMENT NEEDS

- Cameras and Controller
- Computer station and production software to store and control video production to internet-stream meetings in real-time
- Audio Mixer
- Microphones (10 gooseneck for dais; 1 for podium; 1 wireless handheld)
- 1 wall-mounted 60" HD digital, Wi-Fi compatible monitor and tilt mounting rack to project PowerPoint-type presentations
- 2 wall-mounted 70" HD digital, Wi-Fi compatible monitors and mounting racks to project PowerPoint-type presentations
- Ceiling and/or wall mounted speakers
- Wireless audio solution for assistive listening

The Council Chambers is approximately 1,780 sq. ft. with a maximum ceiling height of 10 feet. The room includes a dais for the Village Council with seating for eleven (11). The audience seating area has room for 107 people and includes a speaker's podium. (See Exhibit A) Note: there is not a dedicated equipment control room.

Council Chambers concerns:

Council Dais - each Councilmember position should be equipped with a microphone.

Podium - should have a stationary microphone as well as a wireless handheld microphone.

AV Controls - all A/V functions should be able to be operated from the Village Clerk's desk; including, but not limited to the audio levels, microphones, cameras, display devices, recording devices, internet streaming, and ability to easily control the changing of documents and subjects displayed on the display devices.

Cameras - should be provided and positioned so that the Council dais, podium, and other areas in the front section of the room can be recorded and/or displayed on presentation display devices.

Display Devices - flat screen monitors should be provided and positioned so that all seats are able to view presentations. Digital and paper documents, graphs, drawings, etc. are often used in presentations; these documents should be readable when displayed.

Currently, the Village does not stream meetings on the internet. It is desired that the proposals include the ability to stream meetings live and/or on demand.

## **SUBMISSION REQUIREMENTS**

All submittals must include:

1. **Company Information.** Name, address, phone number of the contact person, and number of professional staff and their specialties that will be assigned to work on this project.
2. **Availability.** A brief statement as to the availability of the key personnel of the firm responsible for the project and the ability of the firm to complete the project within the prescribed timeframe.
3. **References.** At least three references describing where you have deployed your product/solution in an environment that is similar in size and complexity to the Village's requirements. References from public agencies are preferred.
4. **Pricing Information.** Detailed line-item pricing with unit quantity is required, including non-recurring and recurring costs. Manufacturer, brand, model number, and other descriptive information should be provided when available to allow the Village to easily identify.

5. General description of the project and plan of action, including timeline and milestones.

## **RESPONSES**

Written responses will be submitted as sealed bids and must be received **no later than 4:00 p.m. on Wednesday, March 9, 2016** at the Village of Estero address set forth below, to the attention of the Village Clerk, Kathleen Hall, with the notation Village Council Chambers Audio, Video and Sound System RFP on the envelope. Provide eleven (11) printed copies and one (1) digital version in the submittal response. Submittals may be mailed, hand delivered, or shipped by Fed Ex/UPS.

## **QUESTIONS**

Questions concerning this RFP should be directed by email to Kathleen Hall, Village Clerk, at [hall@estero-fl.gov](mailto:hall@estero-fl.gov).

## **RANKING OF QUALIFICATIONS; NEGOTIATION**

Firm will be selected by the Village Council pursuant to the terms and requirements of the RFP. Among the factors to be considered will be the firm's knowledge, experience, skills, and past performance; quality of the proposal; demonstrated professional skills and credentials of staff to be assigned to the project; quality of previous projects; overall cost and fees to be charged; and responsiveness to the RFP. Rankings of respondents shall be done as soon as possible after the date for responses, and all responders notified. Negotiations will commence with the most qualified firm upon such notification.

## **RIGHT TO REJECT**

The Village of Estero reserves the right to reject any or all responses, waive any informality or irregularity on any response if considered non-substantial to the Village, or to cancel this invitation at will. Responses received after the date and time stipulated herein will be considered late and therefore disqualified.

Mail: Village of Estero  
Attn: Kathleen Hall, Village Clerk  
RE: Village Council Chambers Audio, Video and Sound System RFP  
21500 Three Oaks Parkway  
Estero, FL 33928