



**REQUEST FOR PROPOSALS  
TOWNWIDE AUDIO/VIDEO SYSTEM(S)  
AND RELATED EQUIPMENT**

**THE TOWN OF DANVILLE**

September 27, 2017	Distribute RFP document to Proposers
October 2, 2017	Written Questions Due ToD NLT 5p.m.
October 13, 2017	Proposals Due to ToD NLT 3 P.M.

**ISSUED: September 27, 2017**

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# REQUEST FOR PROPOSALS

## 1.1 OVERVIEW

The Town of Danville (hereafter referred to as ToD) is requesting proposals from qualified companies (Proposer) to procure, install and configure town wide Audio/Video system(s) for their existing facilities specified herein.

In accordance with the instructions and specifications contained within this Request for Proposal (RFP), the selected Proposer will furnish equipment and system(s) and administrator training for a lump sum purchase price. ToD is seeking Audio/Video system(s) that will provide the most cost effective, technologically advanced solution.

The Audio/Video system(s) must accommodate the current and future requirements of all ToD operations. Additionally, the new Audio/Video system(s) must provide ToD personnel and operations with an advanced system(s) that is 99.999% reliable.

The intent of this RFP is to have an open and unbiased process that will facilitate the procurement of the aforementioned Audio/Video system(s). If any Proposer feels the requirements contained herein are not fair, equitable, and open they should document their concerns and forward them to:

Ian Murdock  
Program Supervisor - RACS  
Oak Hill Park  
3005 Stone Valley Rd  
Danville, CA. 94526  
(925) 314-3406  
[imurdock@danville.ca.gov](mailto:imurdock@danville.ca.gov)

## SCHEDULE OF EVENTS

### RFP Timeline

September 27, 2017	Distribute RFP document to Proposers
October 2, 2017	Written Questions Due ToD NLT 5 PM
October 6, 2017	Responses Due to Proposers NLT 5 PM
October 13, 2017	Proposals Due to ToD NLT 3 PM
October 27, 2017	ToD Town Review Process (est. 2 wks.)
November 3, 2017	Contract Signed – TBD Town Council Approval

ToD reserves the right to modify these timelines and schedules at any time for any reason.

## 2.1 FORM AND CONTENT OF PROPOSALS

Proposals must be submitted in accordance with the instructions contained in this RFP or they will be rejected.

## 2.2 PROPOSAL SUBMISSION AND DUE DATE

Proposals may be submitted either via email or USPS mail, **all proposals must be submitted and received by 3 p.m. Pacific Time October 13, 2017**. If proposals are not received by 3 p.m., Pacific Daylight Time, they will be rejected. THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT. Proposals must be addressed and delivered to:

Ian Murdock  
Program Supervisor - RACS  
Oak Hill Park  
3005 Stone Valley Rd  
Danville, CA. 94526  
(925) 314-3406  
[imurdock@danville.ca.gov](mailto:imurdock@danville.ca.gov)

## 2.3 REQUIRED RFP RESPONSE FORMAT

Proposers are cautioned that proposals that do not follow the form required by the ToD in this RFP will be subject to rejection without review. However, proposals may include additional /supplemental material as attachments or in narrative format so long as they are provided at the end of the proposal as "Supplemental Information". Additionally, ToD may choose to waive minor deviations in some or all of the proposals received, or any minor irregularities found in the proposals in general during the proposal review process.

## 2.4 INSTRUCTIONS TO PROPOSERS

Responses must be filled out in their entirety and submitted as per section 2.2 of this document.

- The hardware and software proposed for this project must be the most recent equipment models, and most recent and stable software release. All equipment must be new and procured through a manufacturer-authorized distributor, or direct from the manufacturer.
- Pricing of the proposed system(s) must include all labor, materials, software, software programming, features and equipment, fees, licenses, taxes, delivery and freight, if applicable, for a complete turn-key installation. Pricing must be FOB destination (ToD) freight pre-paid. Proposers must provide pricing for each ToD site, and roll individual site costs up to the total overall purchase price summary.

- All adjunct equipment and features must be proposed with separate pricing from the basic core system(s) prices. Examples of adjunct equipment and features are ancillary devices, filtering hardware, special wireless devices, etc. Such equipment may or may not be included in the final purchase agreement.
- Optional equipment and services shall be included as an option at the end of the proposal. Examples of optional equipment and services are premium 1-hour response service level agreement (SLA) maintenance annual costs and single point of contact managed care annual maintenance costs.
- The Proposer is required to point out those items of equipment, features or contractual conditions that cannot be met. These must be indicated on the proposal response.
- Normal working hours for ToD employees is from 8:00 am to 5:00 pm Monday through Friday. This applies to all on-site installation, testing, and activation activities. System(s) administrator training will be held during normal business hours.
- If alternatives to specified equipment, features or terms and conditions are available, which in the Proposer's opinion may accomplish the same purpose, details of the alternatives may be included on a separate attachment(s) of your proposal response. Proposer is required, however, to provide information and pricing for any items designated as required, or "must".
- In addition, if the Proposer has equipment or features that were not specified but which Proposer feels may be beneficial to ToD, a separate description with pricing may be included as an option. This, however, does not relieve the Proposer from responding to the specifications as closely as possible with the equipment available.
- Each Proposer shall have the opportunity to examine the locations of the proposed work and all conditions affecting said work.

## **2.5 INQUIRIES**

Questions relating to this RFP must be e-mailed to Ian Murdock at [imurdock@danville.ca.gov](mailto:imurdock@danville.ca.gov). RFP questions must be submitted in writing via e-mail NLT 5 p.m., October 2, 2017. Proposers are advised that RFP questions will be responded to only when sent via e-mail. Questions relating to the RFP will not be considered valid if posed via phone calls to ToD. Written copies of all questions and ToD's responses will be provided to all Proposers via e-mail by 5 p.m., on October 6, 2017. Answers to written submitted questions, however, shall not constitute a change or addition to the RFP unless included in a written addendum issued by ToD.

## **2.6 OBLIGATIONS**

The receipt of proposals by ToD does not obligate ToD in any way. ToD reserves the right to reject any or all proposals received, or to negotiate separately with any source in any manner necessary to best serve ToD's interest.

## **2.7 PROPOSAL WARRANTY**

Each Proposer, by submitting a proposal, warrants that it is qualified to perform the work, furnish the labor, supplies, material and equipment called for in the specifications; that it has **checked the proposal for errors and omissions**; that the prices in the proposal are correct and as intended by the Proposer; and that the prices are a complete and correct statement of prices for performing the work or furnishing the labor, materials, supplies, and equipment by the Contract Documents.

## **2.8 BINDING PROPOSALS**

Proposals shall be binding in all respects for a period of 180 calendar days from the proposal due date.

## **2.9 COSTS OF PROPOSAL PREPARATION**

In submitting a proposal, Proposer understands that ToD will determine which proposal, if any, is accepted. Proposer waives any right to claim damages or costs of any nature by or as a result of its submission of a proposal, regardless of whether the proposal was selected by ToD or not. The costs of preparing and submitting a proposal are not directly recoverable from ToD.

## **2.10 INSURANCE REQUIREMENTS**

The Proposer must provide ToD with evidence of compliance with ToD's insurance requirements. Proposers must provide certificates of insurance in their responses.

## **2.11 NON DISCRIMINATORY EMPLOYMENT PRACTICES**

The successful Proposer shall, in the performance of the Agreement, be required to comply with all applicable Federal, State and ToD non – discrimination laws and regulations.

## **2.12 PROPOSER CONTRACT FORMS**

Each Proposer submitting a response shall submit sample copies of standard agreements/contracts for the services and equipment to be provided, including maintenance service contracts. Should there be several levels of

service/maint

enance contracts, submit contracts for all levels of service. The ToD also will require copies of your firm's equipment and software warranty. These shall be submitted in Section 13 of your responses.

### **2.13 QUALIFICATION CRITERIA**

Proposers must provide all information requested in this section for itself and for each team member, subcontractor, or affiliate that the Proposer intends to utilize in providing the products and services in this RFP. Responses must be as comprehensive as possible. This information is critical to the evaluation ToD will make of each proposal submitted because the Audio/Video system(s) and services in this RFP are critical to ToD public meeting functions. These obligations mandate that the successful Proposer demonstrates past performance, customer satisfaction, and marketplace stability of itself and that of each team member, subcontractor, or affiliate, and that all are fully qualified and capable of providing and supporting the equipment and services sought under this procurement. This requirement is mandatory. Failure to respond in the manner required may disqualify you.

### **2.14 PROPOSAL EVALUATION AND AWARD OF CONTRACT**

ToD will award a contract or contracts based on a variety of factors, including but not limited to those indicated in the Proposal Evaluation and Award of Contract criteria.

ToD will not award a contract based solely on price. The award(s) will be in the best interest of the ToD and will be to a firm or firms whose overall proposal(s) is rated as being in the ToD's best interest.

Proposals will be evaluated and weighed based upon:

Technology The degree to which the proposed design and technologies meet ToD needs, as well as the quality of the equipment.	40%
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Proposer Capabilities Firm size and capability to perform the work Proposer's ability to provide short and long term support The project management capabilities of the Proposer Financial stability of the Proposer Relevant experience and past performance References Proposer's understanding of the project as demonstrated by their response to ToD's RFP	40%
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Business Considerations	
ToD 's required investment	20%
ToD 's ongoing operating and maintenance costs	
The financial attractiveness of the proposal	
Ability to provide performance bond	
Ability to meet ToD 's terms and conditions	

***All proposals received will become the property of the Town of Danville.***

**2.15 PROPRIETARY DOCUMENTS**

If Proposer considers any information contained in the proposal confidential information, those portions must be marked “*Confidential Information*”. An entire proposal may not be marked confidential. Proposer understands that responses to this RFP are a public record under the California Public Records Act and that only certain information meeting statutory requirements may be withheld from public disclosure pursuant to a public Records Act Request.

**2.16 SITE WALK**

Upon request, also arrangements at the ToD facilities in lieu of providing a physical inspection of facilities by Proposers.

**2.17 OTHER CONTRACTORS**

ToD reserves the right to let multiple contracts associated with the services called for by this RFP and Proposer shall afford any such other Proposers reasonable opportunity for the installation and execution of their work, and must properly connect and coordinate its work as required.

**2.18 OTHER CONSIDERATIONS AND CONDITIONS**

- By submitting a response to this RFP, you are agreeing to ToD Terms and Conditions. These Terms and Conditions are mandatory and will be incorporated into any resulting Contract.
- ToD does not by virtue of its requesting a proposal from a Proposer consider that Proposer to be pre-qualified. Proposer’s past performance for similar institutions and financial qualifications will be considered to determine if a Proposer is qualified to carry out the scope of goods and/or services. Qualifications will be evaluated based on the information the Proposer submits in response to this RFP.
- ToD reserves the right to cancel this solicitation at any time before an Agreement has been executed and approved, in which event all proposals received in response to this RFP will be rejected.
- ToD reserves the right to make multiple awards, including acceptance or



rejection of proposals, on each item separately by category or as a whole, and to waive any irregularities in a quotation received as a result of this RFP. Minor deviations may be considered, provided the proposal fully meets the objective of this RFP. ToD does not guarantee that a Contract will ensue as a result of this RFP. ToD reserves the right to re-solicit for these goods and/or services.

- No oral or written statements made by any ToD personnel, or representatives of ToD, shall be considered addenda to this RFP unless the statement is contained in a written document from ToD and identified as a written addendum to this RFP.
- To warrant consideration for a Contract award, Proposer must successfully pass experience reference checks. Reference checks will be conducted only on Proposers that appear to meet the RFP requirements. Proposer's experience is an important criterion in the selection process. ToD will contact individuals furnished by the Proposers as well as any others as ToD sees fit. ToD is not limited to specific contacts at any reference, or any specific references.
- Selection may be made without further discussion or negotiation; therefore, proposal pricing must be submitted on the most favorable terms. Proposals must demonstrate an understanding of the scope of required goods and services and the ability to accomplish the tasks set forth and must include information that will enable ToD to determine the Proposer's overall qualifications. ToD reserves the right to request additional information, clarification, or formal presentations on any matter included in the quotation.
- At ToD's sole discretion, oral presentations may be required during the quotation evaluation process at ToD or Proposer's facility. Finalists in the competitive range will be selected on the basis of their proposals, which will be evaluated according to the criteria outlined above. Specific guidelines will be provided prior to a presentation if required by ToD.
- Addenda to this RFP may be issued for the purposes of clarification, to provide additional information, or requirements. Please acknowledge receipt of e-mailed addenda, if any, via return email acknowledgement.
- At ToD's sole discretion, presentations may be required of actual equipment and other ancillary items to judge fit, finish, and quality of the equipment.

## **PROJECT DESCRIPTION**

### **3.1 PROJECT SCOPE**

The Town of Danville serves an important role in the community as the primary forum for a variety of public and private meetings.

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.

A main objective of this project is to improve the overall audio and video quality of the system(s) by upgrading the presentation system(s) from aged and mostly analog standard definition equipment to high definition digital video and audio.

Another main objective is to improve the overall usability of the system(s), as the current system(s) has many stand-alone components with no integrated workflow or user interface. A well-designed system(s) with fully integrated components will achieve this goal of an improved user experience.

## **Sites and Scope**

### ***Veterans Memorial Building - 400 Hartz Ave., Danville, CA 94526***

- Update wall input points to include XLR, VGA, HDMI, and AUX inputs in Community Hall and Senior Meeting Room
- Update microphone connections to be able to program both microphones in the same room (Community Hall)
- Updated wiring for the two drop down projectors to correct/enhance picture quality when plugging into the wall inputs (Community Hall)
- Larger Monitor or Fixed Overhead Projector in Senior Meeting Room

### ***Danville Community Center – 420 Front St., Danville, CA 94526***

- Add fixed overhead projector
- Update wall input points to include XLR, VGA, HDMI, and AUX
- Add 2 wireless microphone that are wired through the main system(s)
- New monitor in Lounge

### ***Oak Hill Park Community Center – 3005 Stone Valley Rd., Danville, CA 94526***

- Add 2 wireless microphones that are wired through the main system(s) in Ballroom
- Updated speaker system(s) to enhance surround sound in Ballroom
- Update wall input to include XLR, VGA, HDMI, and AUX in Ballroom
- New projector in Meeting Room 1
- Updated input for Meeting Room 1 to include XLR input for portable microphone or add wireless microphone wired in main system(s)