

# **CITY OF OXFORD**

## **REQUEST FOR PROPOSAL**

RFP No. 2025-001



### **Council Chambers A/V Upgrades**

RFP Issued:	April 3, 2025
Site Visit Date:	April 17, 2025
Deadline for Questions:	April 24, 2025
Proposal Submission Deadline:	May 15, 2025
Firm Selection & Contract Award:	June 2025

# CITY OF OXFORD

## Request for Proposal

RFP No. 2025-001



### **Council Chambers A/V Upgrades**

#### **OVERVIEW**

The City of Oxford is seeking proposals from qualified firms to design, furnish, and install audio/visual (A/V) system upgrades for the existing City Hall Council Chambers in the Oxford City Hall located at 110 West Clark Street, Oxford, GA 30054. The objective is to enhance the audio and video quality to support public meetings, presentations, and virtual participation.

#### **PROPOSAL CORRESPONDENT**

Upon release of this Request for Proposal, all vendor communications concerning this acquisition must be directed to the proposal correspondent:

Marcia Brooks  
City Clerk/Treasurer  
110 West Clark Street  
Oxford, GA 30054  
mbrooks@oxfordgeorgia.org

Unauthorized contact regarding the proposal with other Oxford City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Oxford. Vendor should rely only on written statements issued by the proposal correspondent.

#### **SITE VISIT**

All Proposers must attend a mandatory site visit on **April 17, 2025 at 1:30 PM** in the Lobby of the Oxford City Hall located at 110 West Clark Street, Oxford, GA 30054. **Only vendors in attendance for the entire site visit will be allowed to submit a Proposal for this project.**

## **PROPOSAL QUESTIONS/CLARIFICATIONS**

All questions and/or requests for clarification must be submitted in writing to the proposal correspondent named above. Questions must be received by 10:00 AM, April 24, 2025. A list of questions/clarifications and answers will be provided to all known proposers and by request. Requests may be made to the proposal correspondent named above.

## **PROPOSAL RESPONSE DATE AND LOCATION**

The City must receive the proposal and all supporting documents in a sealed envelope, in its entirety, no later than 2:00 PM, at City Hall in Oxford, Georgia on May 15, 2025. All proposals and accompanying documentation will become the property of the City of Oxford and may not be returned. One (1) original and seven (4) copies of the proposal must be submitted to allow for evaluation. Proposals must be clearly marked on the outside of the package:

### **RFP No. 2025-001 Council Chambers A/V Upgrades**

The City of Oxford assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any vendor. Proposals may not be delivered by electronic means. **Proposals submitted by a proposer that did not attend the site visit will not be opened.**

### **Proposal Schedule:**

RFP Issued:	April 3, 2025
Site Visit Date:	April 17, 2025
Deadline for Questions:	April 24, 2025 @ 10:00 AM
Proposal Submission Deadline:	May 15, 2025 @ 2:00 PM
Firm Selection & Contract Award:	June 2025

## **PROPOSAL REJECTION**

The City reserves the right to reject any or all proposals submitted in response to this RFP, at its sole discretion. The City may reject proposals that are incomplete, improperly submitted, or do not meet the required criteria outlined in the RFP. Further, the City has the right to negotiate with any proposer if deemed necessary, and to accept the proposal that is in the best interest of the City.

## **WITHDRAWAL OF PROPOSALS**

Bidders may withdraw their submitted proposal at any time prior to the official submission deadline by providing a written request to the City's designated contact. Once the submission deadline has passed, proposals shall remain valid and binding for a period of no less than 90 days from the due date. Any request for withdrawal after the deadline may only be granted at the discretion of the City, and only in cases where the bidder can demonstrate a significant error or unforeseen circumstance that justifies withdrawal.

## **PROPOSER'S RESPONSIBILITY**

By submitting a proposal, the proposer acknowledges that they have thoroughly reviewed all requirements outlined in this RFP and have independently verified any information that may be relevant to the preparation of their proposal. It is the responsibility of the proposer to ensure that all required documents and materials are submitted in accordance with the RFP instructions and on time.

## **PROPRIETARY PROPOSAL MATERIAL**

All materials submitted in response to this RFP will become the property of the City upon submission. However, proposers may clearly identify specific information as confidential or proprietary in their proposal. The City will make reasonable efforts to maintain the confidentiality of such information, in accordance with applicable laws, but may be required to disclose certain materials as part of the public bidding process.

## **NO OBLIGATION TO BUY**

This RFP does not obligate the City to purchase any products, services, or technologies from the selected proposer. The City reserves the right to negotiate terms and conditions and may elect not to enter into a contract even if a proposal is selected. Any agreement entered into by the City with the proposer is subject to approval by the City Council and the execution of a formal contract.

## **COST OF PREPARING PROPOSALS**

The City shall not be responsible for any costs incurred by proposers in the preparation or submission of proposals. All expenses associated with the preparation, submission, and presentation of proposals are the sole responsibility of the proposer, and the City will not reimburse any proposer for these costs, regardless of whether a proposal is accepted or rejected.

## **ADDENDA**

Proposers are responsible for checking the City of Oxford's website for the issuance of any addenda prior to submitting a proposal. The address is:

**<https://www.oxfordgeorgia.org/BiddingOpportunities.aspx>**

## **PROPOSAL AWARD AND EXECUTION**

The City will review all submitted proposals and select the most responsive and responsible proposer based on the evaluation criteria outlined in this RFP. The City reserves the right to negotiate with the selected proposer to reach a final agreement. Once the City has made its selection, it will issue a Notice of Award to the successful proposer.

The successful proposer will be required to execute a formal contract with the City, which will outline all terms, conditions, and requirements of the project. The contract will be subject to approval by the City Council and may include additional terms as deemed necessary by the City. If the selected proposer fails to execute the contract within the specified time frame, the City reserves the right to withdraw the award and select an alternative proposer.

This RFP and the proposer's submission, along with any negotiations or modifications, may become part of the final contract. The City may, at its discretion, require additional documentation, certifications, or evidence of qualifications before execution of the contract.

## **SUBMISSION REQUIREMENTS**

Proposals must be submitted in accordance with the following guidelines to be considered responsive:

1. **Cover Letter:** Brief introduction and statement of interest, including the name, address, and contact information of the proposing firm.
2. **Company Information:** Provide a description of the firm, including its history, services offered, and experience relevant to the project.
3. **Team Members and Qualifications:** Provide a list of key personnel assigned to the project, including their qualifications, experience, and roles within the project.
4. **Proposed Solution:** Description of the A/V system design and equipment.
5. **Implementation Plan:** Timeline and key milestones.
6. **Budget Estimate:** Provide a detailed pricing breakdown, including a cost estimate for each phase of the project and any associated expenses. The cost proposal should be inclusive of all taxes, fees, and other charges.
7. **References:** At least three references from similar projects.
8. **RFP Bidder Information Form**
9. **Insurance:** Provide evidence, satisfactory to the City, of the following insurance requirements:

<b><u>Commercial General Liability</u></b>	
Each Occurrence	\$1,000,000
Personal Injury	\$1,000,000
General Aggregate	\$2,000,000
<b><u>Auto Liability (incl. bodily injury &amp; property damage)</u></b>	\$1,000,000
<b><u>Excess / Umbrella Liability</u></b>	\$1,000,000
<b><u>Workers Compensation</u></b>	Policy Required

\*\* All Other Insurance As Required by Law

10. Valid and current completed W-9 Form
11. Completed E-Verify Form indicating compliance with federal and state requirements
12. Any other information deemed critical to the success of this project.

All documents are an essential part of this RFP. It is the proposer's responsibility to verify that all documents are contained in the package submitted to the City.

## **SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria to determine the most qualified and responsive proposer:

**Experience and Qualifications (30%)**

**Technical Approach and System Design (30%)**

**Cost Proposal (20%)**

**Project Timeline and Implementation Plan (10%)**

**References and Past Performance (10%)**

The City reserves the right to conduct interviews or request additional information from shortlisted proposers before making a final selection. The contract will be awarded to the proposer whose proposal is determined to be in the best interest of the City, considering all factors listed above.

## RFI BIDDER INFORMATION FORM

This form must be completed and signed for bid to be considered

### SECTION 1: BIDDER INFORMATION

Company Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Address: \_\_\_\_\_

### SECTION 2: PRICE PROPOSAL

Total Proposed Cost:	\$
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Include breakdown of cost per item #6 in submission requirements in proposal response.

Proposed Completion Date:	
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### SECTION 3: BIDDER CERTIFICATION

With my signature, I certify that I am authorized to commit my firm to the Bid and that the information herein is valid for 90 days from this date. I further certify that all information presented herein is accurate and complete and that the scope of work can be performed as presented in this Bid upon the City's request.

Authorized Representative Name:	
Signature:	
Date:	

### SECTION 4: NOTARY PUBLIC

State of Georgia

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is signed on the foregoing document, and who acknowledged that he/she executed the same voluntarily for the purposes stated therein.

Witness my hand and official seal:

[Notary Seal]

Signature of Notary Public: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Public, State of Georgia

My Commission Expires: \_\_\_\_\_

## **SCOPE OF SERVICES**

The City of Oxford seeks to upgrade the audio/visual (A/V) and technology equipment used in the Oxford City Hall Council Chambers to enhance the audio and video quality to support public meetings, presentations, court proceedings, public events, and virtual participation.

This project includes installing equipment in the council chambers to upgrade the existing audio video system and adding new features such as video conferencing, multiple presentation positions, and recording. Proposals should include any and all items to create a functioning turnkey system as described herein, including repair of any building elements that are damaged or destroyed during audio/visual installation.

The successful bidder will be responsible for becoming familiar with existing site conditions and shall provide professional design services and shall give consultation and advice to the City during the performance of services.

### **TASK I: DESIGN A/V SYSTEM**

Evaluate the existing systems, and design a fully-functional A/V system upgrade utilizing current industry standards. Below is information about the room to be addressed, including equipment needs already identified and some system configuration details for the existing system. The proposer should offer a plan that includes the referenced equipment needs and bridges connectivity gaps to provide improved functionality.

See attached A/V design diagram included in Exhibit A.

### **VIDEO PRESENTATION**

**Existing projection** - the existing main display in the room is a ceiling-mounted projector and drop-down electric projection screen. The projector and ceiling mount is to be removed, and the projection screen abandoned in place.

**Main Displays** – new main displays will be (2) 98” displays placed on the front wall behind the dais.

**Gallery Displays** - A 65” gallery display will be added to each side of the room for audience viewing – (2) total.

**Dais Displays** - On the dais are existing 24” monitors for city council members to view content – these will be replaced with (8) larger monitors and upgraded with HDMI and USB-C inputs.

**Video Inputs** – (1) video input from each podium, and (1) video input from the dais to be HDMI or USB-C for presenting.

**Wireless Presentation** - provide a wireless presentation system that allows council members and the podium to wirelessly share content from laptops or mobile devices.



## VIDEO CONFERENCING

**Cameras** - (3) Cameras for capturing the room – (2) ceiling mounted behind the podium, and (1) at the front wall behind the dais

**Computer** – dedicated computer for remote platform (Zoom, Teams, etc.)

**Remote Participants** – remote participants will have 2x2 window matrix, video presentation input for the remote participants, and ceiling array microphone.

## RECORDING

**Audio and Video Capture** - single video source with embedded audio. If using video conferencing, the video source would mirror the output to the remote participants.

## AUDIO

**DSP** - new Digital Signal Processing (DSP) for audio routing, processing, and video call processing.

**Speakers at Dais** - Council Members have difficulty hearing speakers or content being presented; replace small 4" square speakers to (6) council member dais positions to localize the audio and provide clarity.

**Speakers at Ceiling** - provide (11) new in-ceiling speakers for the audience to hear.

**Microphones** - provide (9) new omni-directional microphones at dais designed for speech reinforcement, clarity, and off-axis communications. Provide a local mute button for each council member for side-bar conversations. Provide (1) microphone at each podium, (1) microphone at each of 2 front tables, (1) wireless handheld microphone, and (1) wireless bodypack microphone.

## CONTROL

**Touch Panels** - (3) touch panels for control at room entryway, dais, and the podium. Touch panels control turning the AV system on and off, control over room volume, control over video presentation, and control over video conferencing. Cameras would have dedicated presets. Dedicated modes for the room for ease of use.

## INFRASTRUCTURE

Provide all necessary infrastructure to support the A/V upgrades in the council chambers space to ensure seamless integration with the upgraded A/V equipment – including reuse and modification of the existing dais and podium, new conduit and power supplies, cabling to support the latest technology, networking components and new racks, and miscellaneous wall/finish repairs. See attached infrastructure diagram included in Exhibit A.

## **TASK II: PROCURE, INSTALL AND TEST EQUIPMENT**

The proposal shall include procurement and installation of all equipment. Additionally, the vendor is expected to live test the entire system to ensure everything works properly, including remote participation. The project will not be considered complete until all equipment works as intended and system schematics are provided showing the signal path and other important information about the new system.

## **TASK III: WARRANTY AND TRAINING**

### **Manufacturer Warranty**

All A/V equipment, including displays, projectors, speakers, microphones, and control systems, should come with a 1-year minimum manufacturer warranty that covers parts and labor for the repair or replacement of defective equipment.

### **Installation & Workmanship Warranty**

Vendors should provide at least a 1-year warranty on installation and workmanship, covering defects in wiring, mounts, system configuration, or any improper installation. This ensures that any issues related to the installation process are addressed at no additional cost to the City.

### **System Performance & Functionality Guarantee**

To ensure reliability, vendors should guarantee that the A/V system will function as specified in the RFP for at least 1-year. Any issues arising from improper system integration or software configuration should be resolved by the vendor at no additional expense.

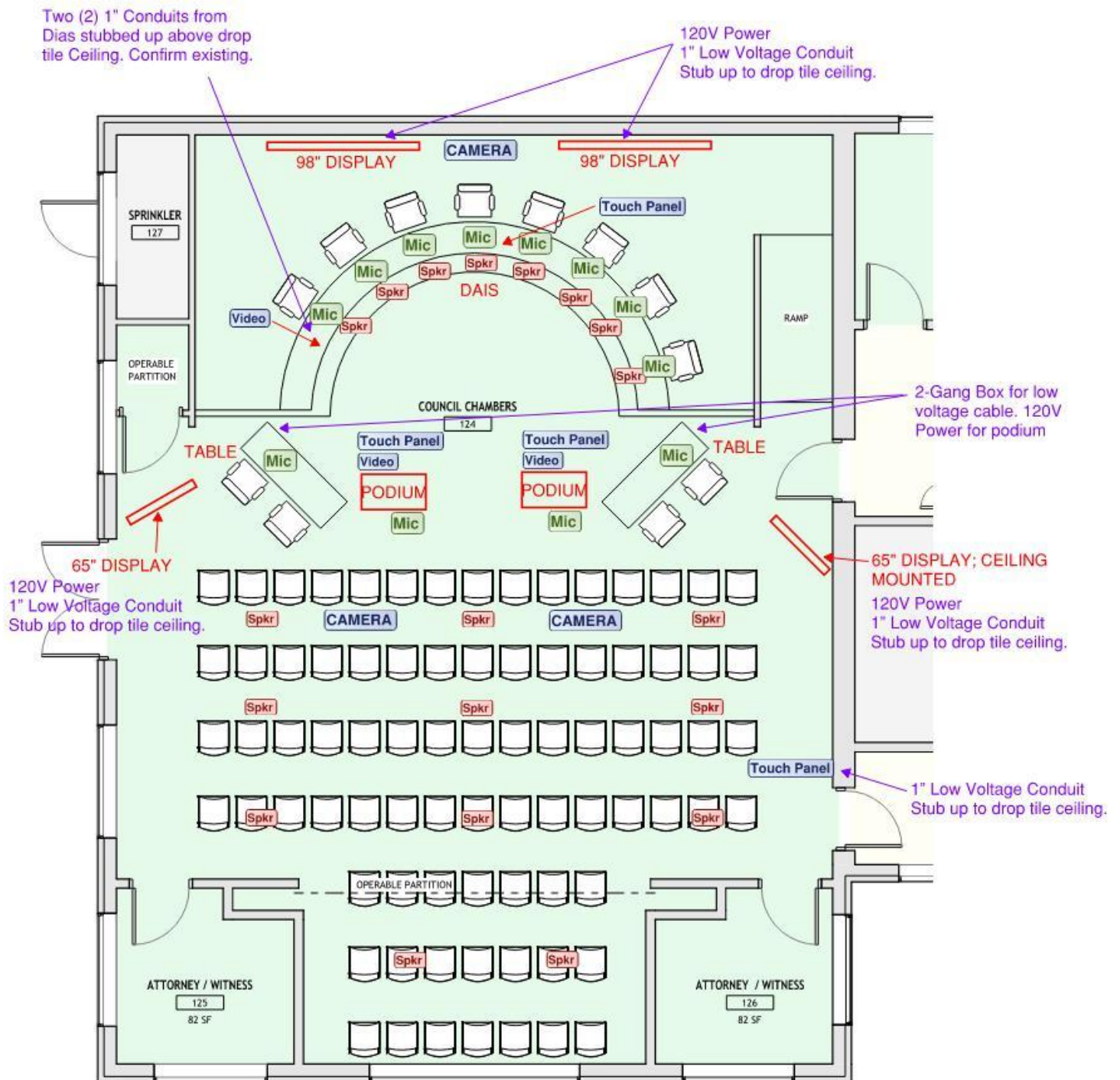
### **Extended Warranty & Support Services**

The city may request an optional extended warranty or service agreement covering a period of 3 to 5 years. This agreement should include ongoing maintenance, firmware and software updates, and priority support. Additionally, it should outline response times for troubleshooting and repairs, with a next-business-day response required for critical system failures.

### **Staff Training & Support**

To ensure effective use and maintenance of the upgraded A/V system, vendors should provide comprehensive training for city staff. This training should cover system operation, troubleshooting common issues, and basic maintenance procedures. Vendors should also supply detailed documentation, user manuals, and access to ongoing technical support (if opted) to assist staff in managing the system efficiently.

## EXHIBIT A



**FLOOR PLAN - COUNCIL CHAMBERS**  
NOT TO SCALE