



Ada Township

Request for Proposals

Update of Audio/Visual Equipment in Assembly Room

RFP Issued December 14, 2018

Proposal Deadline January 14, 2019 @ 5:00 p.m.
to Township Supervisor

Ada Township is seeking proposals for "A/V System Updates" to be submitted on the enclosed Bid form. All information must be completed. The Bid Form, with the bid specifications attached, must be returned to the Supervisor's Office at the time and place stated in the Advertisement for Bids.

Advertisement for Bids

Bids shall be based on performing the work in compliance with the attached specifications. Bids must be submitted to the Township Supervisor no later than 5:00 p.m. on January 14, 2019.

Instructions to Bidders

- A. The Township reserves the right to reject any or all bids in whole or in part and to waive any information therein. The Township reserves the right to award the bid to the best qualified bidder regardless of price.
- B. Pricing and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out with corrections entered and initialed in ink by the person signing the document.
- C. Vendor default is defined as a failure of a vendor to fulfill the obligation of their bid, including, but not limited to, failure to deliver services on time. In cases of default by the Contractor, the Township reserves the right to cancel the contract.
- D. A successful contractor shall be required to furnish the Township with Public Liability, Property Damage, Workers' Compensation and Owner's Contingent (protective) Public Liability, and Property Damage Insurance, as required by the Laws of the State of Michigan.
- E. The Contractor shall not commence work under the contract until they have provided copies of all required insurance specified in these documents to the Township Clerk.
- F. The Township reserves the right to conduct background checks on all persons involved in the A/V system update service contract.
- G. The Township has the right to reject any portion or this entire bid. The Township reserves the right to add or delete portions of the bid (properties).
- H. Bids shall be evaluated in part on: the number of years of experience satisfactorily performing the work as listed in the specifications; the number of years of experience satisfactorily performing the specified work for municipalities; Contractor's dependability and reliability as related by municipal references; and the rates specified as part of this bid.

Questions regarding this bid process should be addressed to:

George Haga, Supervisor
ghaga@adatownshipmi.com
(616) 676-9191 Ext. 50

Envelopes shall be sealed, clearly marked "A/V System Update Bid", and addressed to:

George Haga, Supervisor
P.O. Box 370
7330 Thornapple River Dr. SE
Ada, MI 49301

Indemnification Clause

The Contractor shall indemnify and save harmless the Township and its employees for and from all claims, demands, payments, suits, actions, discoveries, and judgments, of every name and description, brought or recovered against them or either/or any of them for or on account of any personal injuries or damages to property received or sustained by any person or persons whatsoever by reason of any act or omission of the said Contractor, or his agents, servants, or his contractors, in the performance of said work, or by or in consequence of any negligence or carelessness in connection with the same or on account of the death of or injuries to persons who shall be engaged on or about the work to be performed under this contract; and on account of liability or obligation imposed directly or indirectly upon the Township, and its employees, by reasons of any law of the State of Michigan of the United States, now existing or which shall hereafter be enacted imposing liability or obligation, or providing for compensation to any person or persons on account of or arising from the death of or injuries to employees. Said Contractor shall pay, settle, compromise and procure the discharge of any and all such claims and all such losses, damages, expenses, liabilities and obligations, and shall defend at his/her own cost and expense any and all claims, demands, suits and actions made or brought against the Township and its employees, for or upon any such claim. In case Contractor shall fail, neglect, or refuse to comply with any of the provisions of this paragraph, the Township may, in order to protect itself and its employees, from liability, defend such claim, demand, suits or action; and pay, settle, compromise, and procure the discharge thereof, in which case the said Contractor shall repay the Township any and all such loss, damage and expense, including Attorney's fees paid, suffered or incurred by the Township and its employees, in so doing.

Project Summary:

Ada Township invites qualified vendors to submit responses to this request for proposal for upgrades to the audio, visual, and sound system in our Township Assembly Room. Through this RFP, the Township is requesting qualified firms to assist with upgrading the Township's current Assembly Room with upgraded audio, visual, and sound system equipment that will replace the current equipment.

Project Goals:

- Improved video display and recording capabilities
- Improved audio capabilities
- Improved reliability
- Install and implement designed audio, video, and sound system solution

Project Area Description:

The Assembly Room is the facility where elected officials, staff, and the public meet to conduct official Township business. The primary use of this facility is to host regular and special Township Board meetings, informational meetings, and commission meetings. A secondary use of this facility is as a meeting center for other Township meetings.

Scope of Work:

To provide and install an A/V system in the Ada Township Assembly Room with cost effective, professional, and reliable equipment.

Labor/Services:

- Install all equipment and items needed
- Interface all equipment and items listed
- Test the systems
- Program equipment
- Adjust system levels
- Train end users
- Removal of the existing Assembly room video monitors and mounts
- Removal of projector and mounts

Suggested Features/Equipment/Materials**Assembly Room A/V System:**

1. Update projectors – 5000 Lumens
2. Update projection screens – 120” Electric
3. Update A/V Matrix system to integrate with current iPads, & laptops
4. Update system to include Apple TV
5. Update commercial DSP (provides gating, eq & preamplification for all conference mics., and provides audio router to control 4-amp system and camera recorder. Also provides an interface for audio adjustments via web browser)
6. Update ceiling 70V 8” speakers and amplifier
7. Update automation control processor and remote
8. Update four surveillance cameras and provide new NVR
9. Provide courtesy monitor for back of room
10. Replace HDMI plating at presenter location
11. Provide operation instructions, walk through and training



Company Contact Information:

Phone No. _____

BID FORM

VIDEO DELIVERY SYSTEM	BID AMOUNT
1.) Update projectors – 5000 Lumens	
2.) Update projection screens – 120” Electric	
3.) Update A/V Matrix system to integrate with current iPads, & laptops	
4.) Update system to include Apple TV	

AUDIO	
5.) Update commercial DSP (provides gating, eq & preamplification for all conference mics., and provides audio router to control 4-amp system and camera recorder. Also provides an interface for audio adjustments via web browser)	
6.) Update ceiling 70V 8” speakers and amplifier	
7.) Update automation control processor and remote	

CAMERA SYSTEM	
8.) Update four surveillance cameras and provide new NVR	

COURTESY MONITOR	
9.) Provide courtesy monitor for back of room	

MISCELLANEOUS	
10.) Replace HDMI plating at presenter location	
11.) Provide operation instructions, walk through and training	

TOTAL BID AMOUNT	

Signature: _____ Date: _____