REQUEST FOR PROPOSAL FOR AUDIO/VISUAL ENHANCEMENTS IN COUNCIL CHAMBERS
RESPONSE DUE: January 15, 2015 at 4:00PM

Introduction
The City of Lake Forest Park is requesting proposals for services related to audio/visual updates in the City Hall, Council Chambers including projectors, cameras and motorized projector screens. Respondents must provide proposals for all services. The procedures for awarding this project will follow the guidelines outlined in RCW 39.04.270. Proposals will be evaluated on the basis of price and criteria listed below. The goal of the project is to provide the equipment necessary to stream video of proceedings and improve the audio/visual communications. Specifically, the City would like to have the ability to stream videos of council proceedings; have the ability to record video of presentations, events and court proceedings; and project images wirelessly to two projectors and two screens. Each proposal must be received by 4:00pm on January 15, 2015 by the City of Lake Forest Park at the City Hall (17425 Ballinger Way NE, Lake Forest Park, WA 98155). The envelope must be sealed and identified with the RFP name, vendor name and the date/time of closing. Any deviation will be considered non-responsive.

Demonstration of Projects
At the option of the City, respondents may be required to provide a demonstration of previous projects to ensure functionality. The demonstration must be conducted with the products proposed.

Minimum Requirements
Proposed application/system must meet the following requirements

- Stream video to Comcast connection of council proceedings including multiple cameras (dais, staff table, dais wide shot, lectern, audience) that can be controlled remotely.
- Connect system to existing audio equipment (microphones, speakers, etc.)
- Equipment must have the ability to archive videos of proceedings quickly and efficiently (archiving subscription/service is not included, equipment must be compatible with AV Capture All service)
- Installation of two ceiling mounted projectors. Projectors must be able to wirelessly connect to any Bluetooth or Wi-Fi device.
- Install two motorized projector screens that are a minimum 100 inches wide
- Installation and concealment of all cabling, devices
- Provide staff training related to use of the equipment
Proposal Content
All proposals are to include the following and with the numerical reference for easier evaluation purposes:

1. Contact information of respondent;
2. Location of respondent corporate office;
3. Number of years of experience respondent has in installing and supporting similar systems;
4. List of current customers using the proposed service/system that the City can contact, which must include one customer of less than 6 months and one longer than 3 years;
5. Description of the proposed project schedule and materials (equipment models);
6. Description of how your company intends to meet the minimum requirements desired as well as the additional requirements outlined above;
7. Options for training the City staff; and
8. Hardware and software requirements for access by City computers and equipment.

Contractual Obligations
The successful vendor will be required to enter into a written agreement with the City of Lake Forest Park in which the vendor will undertake certain obligations. These obligations include, but are not limited to, the following:

- Inclusion of Proposal - The proposal submitted in response to this RFP will be incorporated as part of the final contract with the selected vendor.
- Indemnification and Insurance - The successful vendor shall indemnify and hold the City of Lake Forest Park and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require all of its subcontractors to maintain general aggregate insurance with limits of not less than $1,000,000 per accident.
- Costs - All costs are to be stated in exact amounts. All costs must be detailed specifically in the vendor cost summary section of the proposal; no additional charges (e.g. for sales tax, transportation, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal.
- Prevailing Wages –This contract may provide for the construction of a public work and require payment of prevailing wages according to Washington law. All employees, workers, laborers or mechanics shall be paid a prevailing rate of wage that is set forth in an attachment to this Agreement. The payment of prevailing wages is required by Washington law, RCW 39.12.020 and WAC 296-127-01308. A prevailing rate of wage is determined by the Industrial Statistician of the Department of Labor and Industries. RCW 39.12.015. Before any payment may be made to Contractor, a “Statement of Intent to Pay Prevailing Wages” must be submitted to the City.
acceptance of the public works project, the Contractor and each subcontractor shall submit an “Affidavit of Wages Paid” before retained funds will be released to the Contractor. The affidavit must be certified by the industrial statistician of the Department of Labor and Industries. Any exemption to the above must be submitted by Contractor through an acknowledged statement.

- **Performance Bond** – The contractor shall furnish, at its sole expense, a performance and payment bond equal to one hundred percent (100%) of the contract price. The bond shall insure faithful and complete performance of the contract and payment of all obligations to laborers and material men arising from the project. The bond shall be executed by a surety company authorized to do business in Washington State, and shall remain in effect for one year following final acceptance of the work. Unless approved by the City, the surety’s name shall appear on the United States Treasury Department’s list of authorized sureties – Circular 570.

- On contracts of $35,000 or less, in lieu of a surety bond, the City may retain fifty percent (50%) of the contract price for 45 days following final acceptance, or until receipt of all releases and settlement of liens, whichever is later.

**Evaluation of Proposals**

Price will be a significant, but not the only, criteria in evaluating the proposals. Consideration will also be given to the following:

- Ability of the same respondent to provide all aspects of the proposal: design, infrastructure, training, equipment;
- Compliance of the vendor and proposal with the Minimum Requirements outlined above;
- The extent to which the proposed system provides the Features and Capabilities outlined above;
- Responses to requests for additional information submitted to the respondents;
- Degree to which the proposed system fits the existing information technology infrastructure at the City of Lake Forest Park;
- Degree to which the proposed system is user friendly and easily maintained by City staff; and
- Responses from References.

The award will be made to the qualified respondent whose proposal is most advantageous to the City with price and other factors considered. The City may reject any and all proposals.

**Project Contact**

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Delivery of Proposals
Each proposal must be received by 4:00pm on January 15, 2015 by the City of Lake Forest Park at the City Hall (17425 Ballinger Way NE, Lake Forest Park, WA 98155). The envelope must be sealed and identified with the RFP name, vendor name and the date/time of closing. Any deviation will be considered non-responsive.

Proposal Opening
Proposals will be publicly opened on January 15, 2015 at 4:15pm in the City Hall, Forest Room.

Proposal Costs
Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the City, or for participating in any selection interviews. Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the City of Lake Forest Park after the proposal submission deadline.