

**AUDIO/VISUAL FOR PENNSYLVANIA AVENUE
EVENT NO. 6845**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified contractors for services related to Audio/Visual setup and support for the Pennsylvania Avenue Resource Center (PARC). Electronic submissions will not be accepted for this proposal.

PARC is located at 425 Pennsylvania Avenue, Savannah, Georgia 31402. This is a two-story facility currently under construction with approximately 18,800 square feet of programming space. The City of Savannah is seeking a vendor that can provide design, procurement, and installation for the AV needs of the facility and provide continued support for the systems.

A pre-proposal conference has been scheduled to be conducted at PARC, 425 Pennsylvania Avenue, Savannah, Georgia 31402. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. Site inspections will allow the prospective proposer to become familiar with all conditions that may affect the performance and cost of the contract. You are invited to attend.

- 2.1 Scope of Services:** The successful proposer's responsibilities shall include:

2.1.1 Design:

1. The successful bidder shall provide professional design services and shall give consultation and advice to the City during the performance of services.
2. The successful bidder will be responsible for working with the City of Savannah's Capital Projects Management Team, the City of Savannah's Information Technology Team and the User Department to develop a complete and cohesive design for the project based on the information provided by the City.
3. The successful bidder will work with the City on achieving the available budget for audio/visual equipment.
4. The successful bidder will be responsible for becoming familiar with existing site conditions that may affect the design.

2.1.2 Procurement and Installation: Listed below, by room name and number, are the anticipated AV equipment items along with dialog on what the system configuration should look like.

1. Lobby (Room 101)
 - a. Hardware and Equipment:
 - i. (1) 40 inch (+/- 4 inches) TV to be wall mounted.
 - ii. (1) Fixed TV bracket.

- b. System Configuration:
 - i. TV must be capable of displaying a cable TV connection.
 - c. Physical Locations:
 - i. Specific locations noted on the attached floor plan.
 - ii. Location includes a Versabox already installed with conduit and electrical needs provided for.
2. Open Office (Room 106)
- a. Hardware and Equipment:
 - i. (1) 50 inch – 60 inch TV to be wall mounted.
 - ii. (1) Fixed TV Bracket.
 - b. System Configuration:
 - i. TV must be capable of displaying a cable TV connection.
 - ii. TV must be capable of Internet connectivity.
 - iii. Provide HDMI and VGA at wall.
 - c. Physical Locations:
 - i. Specific locations noted on the attached floor plan.
 - ii. Location has provisions for conduit and electrical needs provided for (however there is no Versabox).
3. Multipurpose Room (Room 114)
- a. Description: Multipurpose Room 114 is gathering space with the ability to reconfigure tables and chairs for various event types (ie. training, banquets, fitness classes, etc.). The room is open to an adjacent multipurpose room (Multipurpose room 116, which will be configured as a mirror-image) and is cordoned off by a folding partition wall, allowing the rooms to be used as one large space or divided into two individual spaces. The option to have both multipurpose rooms act as one or have the option to be operated independently of each other is required for the purpose of this proposal. A TV and projection screen will be located at the front of the room with a smaller TV placed mid-distance to the back of the room on a side wall. This room will be fully outfitted with a sound system and ceiling speakers.
 - b. Hardware and Equipment:
 - i. (1) 70 inch (+/- 4 inches) TV, wall mounted
 - ii. (1) Fixed TV Bracket
 - iii. (1) 40 inch (+/- 3 inches) TV, wall mounted
 - iv. (1) Full motion TV bracket
 - v. (1) HD projector
 - vi. (1) Motorized drop down screen, ceiling mounted
 - vii. (1) DVD/DVR player
 - viii. (1) Amplifier
 - ix. Ceiling mounted speakers
 - x. (1) Rack or cabinet to house equipment.
 - xi. Controlling or system operations equipment should be included in this proposal.
 - c. System Configuration:
 - i. Display inputs, for either of the two display options, should include a cable TV input, DVD player.

- ii. Provide HDMI and VGA at wall.
 - iii. Audio outputs should integrate standard speakers mounted in/on the ceiling.
 - iv. An easy-to-use, intuitive, interactive control panel should be included to change display inputs and outputs. This system should be programmable to include any future expansions of inputs or configurations. The programming of the control panel should include automated tasks, e.g. when the projector is selected as the display output, the screen lowers, and the projector powers on. The control panel should be fixed to the wall.
- d. Physical Locations:
- i. This room includes a closet for storing AV equipment. This closet is approximately two feet by four feet.
 - ii. Power is provided in this closet for equipment.
 - iii. Specific locations are noted on the attached floor plan.

4. Multipurpose Room (Room 116)

- a. Description: See above for Room 114.
- b. Hardware and Equipment:
- i. (1) 70 inches (+/- 4 inches) TV, wall mounted
 - ii. (1) Standard TV Bracket
 - iii. (1) 40 inches (+/- 3 inches) TV, wall mounted
 - iv. (1) Full Motion TV bracket
 - v. (1) HD projector
 - vi. (1) Motorized drop down screen, ceiling mounted
 - vii. (1) DVD/DVR player
 - viii. (1) Amplifier
 - ix. Ceiling mounted speakers
 - x. (1) Rack or cabinet to house equipment.
 - xi. Controlling or system operations equipment should be included in this proposal.
- c. System Configuration:
- i. Display inputs, for either of the two display options, should include a cable TV input, DVD player.
 - ii. Provide HDMI and VGA at wall.
 - iii. Audio outputs should integrate standard speakers mounted in/on the ceiling.
 - iv. An easy-to-use, intuitive, interactive control panel should be included to change display inputs and outputs. This system should be programmable to include any future expansions of inputs or configurations. The programming of the control panel should include automated tasks, e.g. when the projector is selected as the display output, the screen lowers, and the projector powers on. The control panel should be fixed to the wall.
- d. Physical Locations:
- i. This room includes a closet for storing AV equipment. This closet is approximately two feet by four feet.
 - ii. Power is provided in this closet for equipment.

- iii. Specific locations are noted on the attached floor plan.
5. Fitness Room (Room 117)
- a. Hardware and Equipment:
 - i. (2) 40 inches – 50 inches TVs, wall mounted.
 - ii. (2) Full motion TV Brackets
 - b. System Configuration:
 - iii. TV must be capable of displaying a cable TV connection.
 - iv. Audio broadcasting system device for each TV to be received by a smartphone.
 - c. Physical Locations:
 - i. Specific locations noted on the attached floor plan.
 - ii. Locations includes Versabox's already installed with conduit and electrical needs provided for.
6. Café (Room 121)
- a. Hardware and Equipment:
 - i. (1) 45 inches to 55 inches TV, wall mounted.
 - ii. (1) Fixed TV bracket
 - b. System Configuration:
 - i. TV must be capable of displaying a cable TV connection.
 - c. Physical Locations:
 - i. Specific locations noted on the attached floor plan.
 - ii. Location includes a Versabox already installed with conduit and electrical needs provided for.
7. Kitchen (Room 125)
- a. Hardware and Equipment:
 - i. (1) 45 inches to 50 inches TV, wall mounted.
 - ii. (1) Full motion TV bracket
 - iii. Bid Alternate: Type of protection for TV against grease
 - b. System Configuration:
 - i. Display inputs, for either of the two display options, should include a cable TV input, DVD player.
 - ii. Provide HDMI and VGA at wall.
 - iii. TV must be capable of displaying a cable TV connection.
 - iv. TV must be capable of Internet connectivity.
 - c. Physical Locations:
 - i. Specific locations noted on the attached floor plan.
 - ii. Location includes a Versabox already installed with conduit and electrical needs provided for.
8. Training Classroom (Room 208)
- a. Description: Training Room 208 is a non-computer classroom, with training tables and the potential of 45 seats. There is one instructor station with a PC at the front of the room.
 - b. Hardware and Equipment:
- Option 1:

- i. (1) 45 inches to 55 inches TV
- ii. (1) Mobile Cart with lockable storage
- iii. (1) DVD/DVR player
- iv. (1) HD projector
- v. (1) Motorized drop down screen, ceiling mounted.

Option 2 (Bid Alternate):

- i. (1) 60 inches to 70 inches TV, wall mounted
 - ii. (1) Fixed TV bracket
 - iii. (1) HD projector
 - iv. (1) Motorized drop down screen, ceiling mounted.
 - v. (1) Amplifier
 - vi. (1) DVD/DVR player
 - vii. Ceiling mounted speakers
 - viii. (1) Wall mounted cabinet to house equipment.
 - ix. Controlling or system operations equipment.
- c. System Configuration:
- i. Display inputs, for either of the two display options, should include a cable TV input, DVD player, as well as a HDMI and VGA connection at the instructor station.
 - ii. Audio outputs should integrate standard speakers, mounted in/on the ceiling.
 - iii. An easy-to-use, intuitive, interactive control panel should be included to change display inputs and outputs. This system should be programmable to include any future expansions of inputs or configurations. The programming of the control panel should include automated tasks, e.g. when the projector is selected as the display output, the screen lowers, and the projector powers on. The control panel should be fixed to the wall.
- d. Physical Locations:
- i. Specific locations noted on the attached floor plan.
 - ii. Location includes a Versabox already installed for the TV with conduit and electrical needs provided for.

9. Training Classroom (Room 210)

- a. Description: Training Room 210 is a fully provisioned computer lab, with the potential of 40 computer stations. There is one instructor station with a PC at the front of the room.

Option 1:

- i. (1) 45 inches to 55 inches TV
- ii. (1) Mobile cart with lockable storage
- iii. (1) DVD/DVR Player
- iv. (1) HD Projector
- v. (1) Motorized drop down screen, ceiling mounted.

Option 2 (Bid Alternate):

- i. (1) 60 inches to 70 inches TV, wall mounted
- ii. (1) Fixed TV bracket
- iii. (1) HD projector
- iv. (1) Motorized drop down screen, ceiling mounted.

- v. (1) Amplifier
- vi. (1) DVD/DVR player
- vii. Ceiling mounted speakers
- viii. (1) Wall mounted cabinet to house equipment.
- ix. Controlling or system operations equipment.
- e. System Configuration:
 - i. Display inputs should include a cable TV input and DVD player.
 - ii. HDMI and VGA connection at the instructor station.
 - iii. Audio outputs should integrate standard speakers, mounted in/on the ceiling.
 - iv. An easy-to-use, intuitive, interactive control panel should be included to change display inputs and outputs. This system should be programmable to include any future expansions of inputs or configurations. The programming of the control panel should include automated tasks, e.g. when the projector is selected as the display output, the screen lowers, and the projector powers on. The control panel should be fixed to the wall.
- b. Physical Locations:
 - i. Specific locations noted on the attached floor plan.
 - ii. Location includes a Versabox already installed for the TV with conduit and electrical needs provided for.

10. Studio/Counseling Room (Room 215)

- a. Hardware and Equipment:
 - i. (1) 45 inches to 55 inches TV to be wall mounted.
 - ii. (1) Fixed TV bracket
- b. System Configuration:
 - i. TV must be capable of connecting to the City of Savannah network.
 - ii. TV must be capable of connecting to a DVD/DVR player.
 - iii. TV must be capable of internet connectivity.
- c. Physical Locations:
 - i. Specific locations noted on the attached floor plan.
 - ii. Location does not include a Versabox.

11. Game Room (Room 211)

- a. Description: Game Room 211 is designed to have three gaming stations each with a TV and gaming system and a separate non-gaming TV.
- b. Hardware and Equipment:
 - i. (3) 40 inches to 50 inches TV's to be wall mounted
 - ii. (3) Fixed TV brackets
 - iii. (3) Gaming Systems
 - iv. (1) 60 inches to 70 inches TV to be wall mounted.
 - v. (1) Full Motion TV bracket
 - vi. (1) DVD/DVR
 - vii. All components should be included in this proposal.
- d. System Configuration:
 - i. TV must be capable of displaying a cable TV connection.

- ii. The three gaming stations should include cable TV input and DVD/DVR connectivity.
- iii. The 60 inches to 70 inches TV should include cable TV input, DVD/DVR connectivity.
- iv. Display inputs, for either/all of the display options, should include a cable TV input, DVD player.
- v. A solution should be provided to easily switch between inputs.
- e. Physical Locations:
 - i. Specific locations noted on the attached floor plan.
 - ii. Locations include Versabox's already installed with conduit and electrical needs provided for.

12. General Requirement for Equipment and Installation

- a. All cables and connectors shall be included in this proposal.
- b. All hardware for mounting equipment should be included in this proposal.
- c. Complete documentation of the system should be included. This should include sections on setup, including a wiring diagram for each room, as well as basic operation instructions, and options for contacting support.
- d. Brand consistency should be maintained for all similar electronics (same manufacturer for TV's, etc.)
- e. The successful proposer shall ensure all is equipment is installed properly.

2.2 Support Services: In addition to the hardware and installation, this proposal shall include a support contract for three years of support for installed hardware and services. Support should be able to provide a timeline for on-site assistance in less than three days.

2.3 Schedule: Each proposer shall submit a proposed time schedule for the project as requested as part of Attachment A – Statement of Qualifications. The successful proposer must show that they can meet the required schedule. All equipment must be received and installed and in working condition no later than April 1, 2019.

2.4 Qualifications: Each proposer shall submit a summary of their qualifications and experience as requested in the Attachment A - Statement of Qualifications. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.5 Fees: Proposer shall submit pricing and fees based on the detailed listing in Section II - Scope of Services of the RFP. Attachment B – Audio/Visual Price List has been provided for cost of equipment.

2.6 Basis of Award

2.6.1 In evaluating proposals submitted pursuant to this request, The City of Savannah places high value on the following factors, not necessarily in order of importance:

- Quality of work product as demonstrated in submitted work samples of past projects.
- Quality of work product including client satisfaction and problems that may have arisen during construction reflecting on the constructability of the overall design concept.

- Experience of company in providing consulting services to municipalities, economic development organizations, or other governmental entities.
- Quality of experience as demonstrated in submitted relevant project examples.
- Innovative or outstanding work by the company that demonstrates the firm's unique qualifications to provide consulting services.
- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to The City.
- Selected company's availability and facility for working with City of Savannah staff.

2.6.2 In evaluating proposals submitted pursuant to this request, The City of Savannah requires the following minimum qualifications of company submitting proposals to be considered for evaluation:

- Experience on at least two commercial audio/visual projects. Information shall be provided on Attachment A - Statement of Qualifications.

2.6.3 Once determined that the Proposer has met the minimum requirements, proposals will be evaluated according to the following criteria and weight:

1. Proposer's qualifications and experience, including support:
 - a. Meeting the requirements of the scope (15 points)
 - b. Ease of use for end-users (15 points)
 - c. Technical capabilities and future expansion (10 points)
 - d. Post-Install Support (10 points)
2. Schedule (10 points)
3. Fees (20 points)
4. References (15 points)
5. Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (5 points)

2.6.4 Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.7 Proposal Format: Proposals shall be submitted in the following format and include the following information.

1. Cover letter stating the intent of the proposer for this event. Cover letter must

include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.

2. Response to Consultant Statement of Qualifications included with this document. (Additional information such as agency brochures, resumes, etc. may be submitted as appropriate).
3. Detailed description of Audio/Visual capabilities as requested.
 - a. Specific model recommendations should be included in the proposal response.
 - b. All required cables and connectors should be included in this proposal.
 - c. All required hardware for mounting equipment should be included in this proposal.
 - d. Any required controlling or system operations equipment should be included in this proposal.
4. Fee Proposals per instructions in Section III signed by responsible party

2.8 Copies: One unbound, printed and signed original and six identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.9 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page

2.12 Local Vendor Definition

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

2.13 Acknowledgement of Addenda: Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in the cover letter in order for proposals to be considered.

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Audio/Visual for Pennsylvania Ave, RFP Event # 6845 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.13 of this RFP.

TOTAL PROPOSAL \$ _____

Proposals must include fee breakdown on Attachment B. Attachment B must be included with a proposal to be further considered.

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

EMAIL: _____

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

CONTRACTOR AFFIDAVIT AND AGREEMENT

Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

***Instruction for Completing Systematic Alien Verification
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.