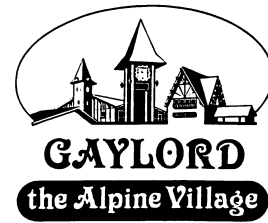


CITY OF GAYLORD

305 E. Main Street ♦ Gaylord ♦ Michigan ♦ 49735
Telephone: 989-732-4060 ♦ www.CityOfGaylord.com



Request for Proposal Audio Visual Services

1. Introduction

The City of Gaylord is seeking proposals from qualified audio-visual contractors to install the necessary equipment to stream and record from the Council Chambers and to upgrade our systems for presenting information at said meetings. Secondly, we are seeking proposals to upgrade the equipment for presentations and meetings in the staff conference room and the upstairs classroom.

2. Project Overview

2.1 Location

City Hall, 305 E Main St, Gaylord, MI, 49735. The main location is the Council Chambers, with potential for upgrades to the systems in the conference room and upstairs classroom.

2.2 Scope of Work

- Provide quotes for all necessary equipment to easily record and stream, to web platforms and/or the city website, meetings occurring in the Council Chambers with good quality audio and video.
- Secondly, provide quotes to upgrade the audio visual and meeting technology in the staff conference room and the upstairs classroom.

3. Detailed Specifications

3.1 Council Chambers

- The ability to live stream the visual and audio for the City Council Chambers is required. This would mean live and stored on the city website and other web platforms.

- There is an audio system currently in the Council Chambers that includes microphones for each council member and the audience podium, and 2 hanging speakers.
- There are 3 projectors with screens on the opposite walls. These can be utilized or replaced based on the contractor's vision. Upgrading the plug ins from VGA + 3.5mm headphone jacks to HDMI/USB-C and/or a digital connection is desired. There are 2 plug in areas, one in front of the table and one behind it.

3.2 Conference Room

- This room should have a meeting setup and digitally connect to the TV already present.
- There is currently an OWL meeting system that is plugged into a laptop using USB-C, and a wall mounted TV that then connects to the laptop using HDMI.
- The TV already present in the room can be reused if possible.

3.3 Upstairs Classroom

- In this room the connection to the projector system already in use can be streamlined or potentially upgraded to a TV setup or a smartboard depending on cost. Currently, the set up requires a litany of cords connected to the wall. You can plug into the projector from there using VGA, which is then converted to HDMI using an adaptor, or through a similar VGA adaptor to a Chromecast that then the laptop connects to.
- Meeting capability is not required but pricing it out and presenting the option would be appreciated.
- There are two mounted speakers at the head of the room.

A slide presentation with photos of the current setup of these rooms is available from pischelt@cityofgaylord.org upon request.

4. Proposal Requirements

- Company Information – Legal business name and contact information, Relevant experience, years in business, emergency contact information
- Project Team – Names, Roles, Qualifications of project personnel
- Project approach and timeline
- Cost Proposal – Detailed pricing breakdown that includes a menu of included and optional products, services, training on the installed systems, and rates for technical assistance hourly help after installation. Please provide quotes for each separate room, as we may only choose to do certain parts of this project.
- References – Contact info for at least three clients that are of similar size of the City of Gaylord (<10,000 residents), or school districts, public organizations, or small businesses.

5. Timeline

- Bids accepted on a rolling basis.

6. Terms and Conditions

- The City of Gaylord reserves the right to:
 - Accept or reject any or all proposals
 - Waive informalities or irregularities
 - Award to other than the lowest bidder
 - Negotiate final terms with selected contractor
- The selected contractor will be required to execute a written contract with the City of Gaylord.
- All questions regarding this RFP may be directed first to the Special Project Manager, Tyler Pischel, or to the Assistant City Manager, Erika Peters, by calling 989-732-4060
- Proposals can be submitted to Tyler Pischel at pischelt@cityofgaylord.org and Erika Peters at peterse@cityofgaylord.org
- Paper proposals can be submitted to City Hall during normal business hours (Monday-Friday, 8:00am – 4:30pm). City Hall's address is 305 E Main St, Gaylord, MI 49735.