

## REQUEST FOR PROPOSAL

PROPOSAL: **Supply and Installation of New Audio Visual Equipment for Town Hall and Badlands Community Facility**

DATE: **July 22, 2021**

INITIATOR: **Darren Goldthorpe, Manager of Recreation, Arts and Culture**

### DATE PROPOSAL REQUIRED:

YEAR: **2021** MONTH: **August** DAY: **17** TIME: **2:00 PM Local Time**

### Submit Proposal in a clearly marked and sealed envelope to the attention of:

Procurement Department:  
Town of Drumheller  
224 Centre Street  
Drumheller, Alberta T0J0Y4

“RFP - **New Audio Visual Equipment for Town Hall and Badlands Community Facility**”

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Technical Specifications

If you do not have all of these components the RFP package is incomplete - please contact the Initiator. **The Town of Drumheller will NOT accept electronic submissions.** A **Mandatory Site Visit** will take place at 1:30 pm on August 4, 2021 beginning at Town Hall reception, 224 Centre Street, Drumheller, Alberta.

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

## **SECTION #1 - SCOPE OF WORK:**

The Town of Drumheller invites Proposals for upgrades to the Audio/Visual Equipment for two facilities: Town Hall Council Chambers and the Badlands Community Facility Banquet Halls.

### **1. Town Hall Council Chambers**

Scope of work:

The Council Chambers room is used primarily for weekly Council Meetings as well as a variety of other meetings. We would like to upgrade the technology to current standards while keeping simplicity and user friendly in the forefront.

Council Chambers dimensions: 30' x 45' – 1350 sq'

Existing system is a Crestron control system. List of equipment is included in Schedule B – Technical Specifications.

The Town of Drumheller is centralized on the Microsoft Office 365 platform and uses MS Teams on a continuous basis within all departments. Currently Council meetings are virtual using the Zoom software platform.

Proposal must include:

- System must be latest technology and user friendly
- Full touch control panel
- LED Display monitors
- Wired microphones (18) one for each station and two back ups
- Wireless microphones with stand (2) for public use
- Sound system for internal and external broadcast of meetings
- An assessment of all wiring throughout the rooms. Upgrade as necessary. Must include HDMI, VGA, Aux wall connections.
- Capabilities for:
  - o live streaming
  - o record audio and video
  - o video conferencing
- Removal and salvage of any equipment no longer required.
- Operations manual

- Service Manual
- Parts Manual
- Training Video
- Staff Orientation and Training
- Annual Service contract for 5 years

## 2. Badlands Community Facility – Banquet Hall

Scope of work:

Upgrade to the Audio Visual Equipment for the Badlands Community Facility Banquet Halls located at 80 Veterans Way, Drumheller, Alberta.

The Badlands Community Facility Banquet Halls have a variety of uses including but not limited to: weddings, funerals, conferences, meetings, fairs and expos. The main hall has moveable walls and can be divided into three (3) separate halls:

- Full Banquet Hall – 68' x 106' – 7,208 sq'
- Each separate hall – 68' x 35' = 2,380 sq'
- Pre-function area – 18' x 125' = 2,250 sq'

Existing system is a Crestron control system. List of equipment is included in Schedule B – Technical Specifications.

The Town of Drumheller is centralized on the Microsoft Office 365 platform and uses MS Teams on a continuous basis within all departments.

Proposal must include:

- System must be latest technology and should be user friendly (plug and play for the ease of our clients).
- New LED projectors, mounted monitor wall system or short-throw projector system.
- Wired microphones (6)
- Wireless microphones (6)
- Rooms must have capabilities to function as one main hall, two halls + one hall or three separate halls. This includes all audio, video and lighting capabilities.
- Sound system

- An assessment of all wiring throughout the banquet hall rooms. Upgrade as necessary. Must include HDMI, VGA, Aux wall connections.
- Capabilities to offer live streaming and virtual options to clients by means of third party.
- A large LED monitor on portable stand to use in pre-function or as backup.
- Podiums for each hall (3) with microphone and light
- Facility paging system must remain functioning or be integrated into upgraded audio.
- Removal and salvage of any equipment no longer required.
- Operations manual
- Service Manual
- Parts Manual
- Training Video
- Staff Orientation and Training
- Annual Service contract for 5 years

The supplier is required to complete all necessary sections of this Request for Proposal. Alternative methodologies or equipment will only be evaluated if submitted by the successful Proposer, no other work alternatives will be reviewed.

A **Mandatory Site Visit** will take place at 1:30 pm on August 4, 2021 beginning at Town Hall reception, 224 Centre Street, Drumheller, Alberta.

**SECTION #2 - PROPOSAL AMOUNT:**

All Proposals must be in Canadian Funds, excluding GST.

Total Cost \$ \_\_\_\_\_

Proposal submission price in effect for **60** days from date of acceptance from the Town of Drumheller.

All work for both facility upgrades must be completed no later than October 29, 2021, with priority going to the Council Chambers upgrades.

### **SECTION #3 - SUBMISSION REQUIREMENTS:**

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Proposal;
2. All issued Addendums;
3. Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR);
4. List of applicable Safe Work Procedures (SWP):
5. Table of Contents of the Corporate Safety Manual;
6. Workers Compensation Board (WCB) Coverage Letter;
7. Proof of Commercial Liability Insurance;
8. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project;

### **SECTION #4 - INELIGIBILITY:**

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

### **SECTION #5 - INSURANCE AND BONDING:**

#### Insurance

The Town of Drumheller requires that all Proposals include proof of \$ 5,000,000.00 Commercial Liability Insurance.

## Performance Security

- a) No later than five *Days* following execution of the *Agreement*, the *Contractor* must deliver to *The Town Performance Security* as specified in the *Agreement*. The *Performance Security* must be in the form required by *The Town* or in a form that is acceptable to *The Town*, and must be enforceable in the Province of Alberta.
  
- b) If the *Agreement* is amended or a *Change Order* is issued that increases the *Project Price*, the *Contractor* must also increase the *Performance Security* provided under the *Agreement* to an amount not less than 50% of the increased *Project Price* by obtaining and providing additional *Performance Security*, or a satisfactory rider or extension to the existing *Performance Security*, from the surety company. If the surety company declines consent or coverage for any amendment to the *Agreement* or for a *Change Order*, the *Contractor* must obtain and provide *The Town* with valid *Performance Security*, satisfactory to *The Town*, covering the *Work* specified in the amendment to the *Agreement* or in the *Change Order*. The *Contractor* will be compensated for the additional cost of such *Performance Security*.

## **SECTION #6 - EVALUATION CRITERIA:**

The lowest, or any evaluated Proposal, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Proposals or to accept the Proposal evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A: Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A: Evaluation Criteria.

By submitting a Proposal, you acknowledge and agree to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

**By submitting a Proposal, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Proposal meets all requirements of *the Town*.**

**SECTION #7 – REFERENCES:**

Reference #1

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

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

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

Contact Email: \_\_\_\_\_

Reference #2

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

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

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

Contact Email: \_\_\_\_\_

Reference #3

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

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

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

Contact Email: \_\_\_\_\_



**SECTION #8 - INTENT:**

The undersigned contractor hereby provides a Proposal to supply the services as described herein in its entirety for the cost as described in Section 2.

**COMPANY:** \_\_\_\_\_

Print name of authorized personnel: \_\_\_\_\_

Signature: \_\_\_\_\_ Corporate Seal: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

**TOWN OF DRUMHELLER:**

Print name of authorized personnel: | \_\_\_\_\_ |

Signature: | \_\_\_\_\_ |

DATE: YEAR [2021] MONTH [ ] DAY [ ]

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

## SCHEDULE A - EVALUATION CRITERIA

### Section A.1 - Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	40%
Proposal Specifications	25%
Warranty and Support	15%
Delivery Timeline	20%

### Section A.2 - Evaluation Criteria Definitions:

#### **Cost:**

Total points awarded for the Cost section - 40%

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

#### **Proposal Specifications:**

Total points awarded for the Specifications section - 25%

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the product specifications and technical requirements.

#### **Warranty and Support:**

Total points awarded for the Warranty and Support section - 15%

##### 1. Warranty Coverage Period

- One-year warranty = 15% of the score;

- Two to Five year warranty = 20% of the score;
- Five+ year warranty = 50% of the score.

**Delivery Time:**

Total points awarded for the Delivery section - 20%

The Town of Drumheller will evaluate submissions on the basis of delivery time.

## SCHEDULE B - SPECIFICATIONS

### Town Hall Council Chambers

Existing Equipment in Town Hall Council Chambers
DIS CU 5905 Central Unit
BIAMP nexia IC
CRESTRON HDMI DMPS-300-C
BIAMP MIPA250 (x2)
Stream Deck elgato
REI Hdmi Splitter 1X2
M-AUDIO M-TRACK 2X2 C-Series

Item	Yes	No	Deviation
System must be latest technology and user friendly			
Full touch control panel			
LED display monitors			
Wired microphones (18) one for each station and two back ups			
Wireless microphones with stand (2) for public use			
Sound system for internal and external broadcast of meetings			
An assessment of all wiring throughout the rooms. Upgrade as necessary. Must include HDMI, VGA, Aux wall connections			
Capabilities for live streaming			
Capabilities to record audio and video			
Capabilities for video conferencing			
Removal and salvage of any equipment no longer required			
Operations Manual			
Service Manual			
Parts Manual			
Training Video			
Staff Orientation and Training			
Annual Service Contract for 5 years			

## Badlands Community Facility Banquet Halls

Existing Equipment in Badlands Community Facility Banquet Halls
BIAMP Nexia CS x2
MIPRO ACT727 X2
BIAMP VOLUME/SELECT 8
TOA AM/FM SYNTHESIZER TUNER DT-930
DENON Compact disk/mp3 player DN-C635
CRESTRON PRO2
8X8 VGA/UXGA Matrix Switcher VP-8X8
4x4 HDMI Matrix Switcher VS-44H
QSC dIRECT 70V AMP

Item	Yes	No	Deviation
System must be latest technology and user friendly (plug and play for the ease of use for our clients)			
New LED projectors, mounted monitor wall system or short-throw projector system			
Wired microphones (6)			
Wireless microphones (6)			
Rooms must have capabilities to function as one main hall, two halls + one hall or three separate halls. This includes all audio, video and lighting capabilities			
Sound system			
An assessment of all wiring throughout the rooms. Upgrade as necessary. Must include HDMI, VGA, Aux wall connections			
Capabilities for live streaming and virtual options to clients by means of third party			
A large LED monitor on portable stand to use in pre-function or as backup			
Podiums for each hall (3) with microphone and light			

Facility paging system must remain functioning or integrated into upgraded audio			
Removal and salvage of any equipment no longer required			
Operations Manual			
Service Manual			
Parts Manual			
Training Video			
Staff Orientation and Training			
Annual Service Contract for 5 years			