

TOWN OF GULF STREAM
PALM BEACH COUNTY, FLORIDA



REQUEST FOR PROPOSALS
COMMISSION CHAMBER AUDIO/VISUAL SYSTEM

RFP No. 21-01

DATE: FEBRUARY 3, 2021

TOWN OFFICIALS

SCOTT W. MORGAN, MAYOR
THOMAS M. STANLEY, VICE MAYOR
JOAN K. ORTHWEIN, COMMISSIONER
DONNA S. WHITE, COMMISSIONER
PAUL A. LYONS, JR., COMMISSIONER

GREGORY L. DUNHAM, TOWN MANAGER
RITA TAYLOR, TOWN CLERK
EDWARD ALLEN, POLICE CHIEF

CONTRACT DATA

Contract Title: Commission Chamber Audio/Visual System

Contract Number: Town RFP No. 21-01

Contract Owner: Town of Gulf Stream

Contract Address: 100 Sea Road
Gulf Stream, FL 33483

RFP Representative: Rita Taylor, Town Clerk
100 Sea Road
Gulf Stream, FL 33483
Phone: 561-276-5116
Fax: 561-737-0188

REQUEST FOR PROPOSALS (RFP)

Request Proposal Package at: The Office of Rita Taylor, Town Clerk, Town Hall, 100 Sea Road, Gulf Stream, Florida 33483, (561) 276-5116.

OR

Online through DemandStar at www.demandstar.com.

The Town of Gulf Stream, Florida, (hereafter, "Town") will receive sealed Proposals from qualified contractors for audio visual equipment and control system for the Town Commission Chamber located at 100 Sea Road, Gulf Stream, Florida in response to this Request for Proposals (hereafter, "RFP") together with the information and documents required and as referenced herein and any other information relative to the experience, expertise or proficiency of the Proposer, at the office of Rita Taylor, Town Clerk, Town Hall, 100 Sea Road, Gulf Stream, Florida 33483, (561) 276-5116 or through the DemandStar at www.demandstar.com, for furnishing the services described below:

**RFP No. 21-01
Commission Chamber Audio/Visual System**

This project involves: The Request for Proposal (RFP) provides guidelines for submission and outlines the services desired to design and install a new audio visual system with operating system for the Town Hall Commission Chamber.

Hardcopy responses to this RFP must be clearly marked "**RFP No. 21-01, Commission Chamber Audio/Visual System**" and must be received by the Town Clerk at 100 Sea Road, Gulf Stream, Florida 33483, either by mail or hand delivery, no later than **2:00 p.m. local time on March 19, 2021**. All digital submittals through www.demandstar.com should be submitted by no later than **2:00 pm, local time on March 19, 2021**. Proposals must be sealed. It is anticipated that the proposals shall be opened at 2:00 p.m. at Town Hall, located at 100 Sea Road, Gulf Stream, Florida 33483, on the same date. Any proposals delivered or received after 2:00 p.m. local time on said date will not be accepted under any circumstances. Any uncertainty regarding the time a Proposal is delivered or received will be resolved against the Proposer.

In accordance with Florida Statutes, Section 119.071, proposals are exempt from public disclosure until such time as the Town provides notice of an intended award or until 30 days after the opening, whichever is earlier.

The Town reserves the right to reject any or all Proposals, to waive any informalities or irregularities in any Proposals received, to re-advertise for Proposals, or take any other such actions that may be deemed to be in the best interest of the Town.

PUBLISH: Legal Section
 Palm Beach Post **February 3, 2021**
 Town's Website www.gulfstream.org
 DemandStar Website at www.demandstar.com

TABLE OF CONTENTS

	<u>PAGE</u>
General Information	
1-1 Purpose and Invitation to Propose	7
1-2 Town of Gulf Stream	8
1-3 Proposal Submission and Opening	8
1-4 Proposal Withdrawal	9
1-5 Proposal Disclosure	9
1-6 Timetable	9
1-7 Delays	9
1-8 Addenda	10
1-9 Oral Presentation	10
1-10 Acceptance or Rejection of Proposals	10
1-11 Development Costs	11
1-12 Sworn Statement on Public Entity Crimes	11
1-13 Code of Ethics	11
1-14 Conflict of Interest	11
1-15 Equal Opportunity Requirements	11
1-16 Contractual Agreement	11
Statement of Work	
2-1 Introduction	12
2-2 Scope of Work	12
2-3 Areas of Concern	12
Governing Law	13
Selection Criteria	14
Proposal Package	14
Proposal Certification	15
Dollar Cost Proposal Form	17
Drug-Free Workplace Form	18
Sworn Statement on Public Entity Crimes Form	19

This page intentionally left blank.

GENERAL INFORMATION

PART 1

1-1 PURPOSE AND INVITATION TO PROPOSE

The Town of Gulf Stream is requesting proposals for improvements to our existing Audio Visual (AV) System located in the commission chambers at the town hall. The Town is requesting that the system have a minimum the following components and functionality:

- Live and On-Demand online streaming integration
- Improve In-Room and recorded audio
- Improve reliability, streamline, and simplify video and audio components
- Improve quality and functionality of presentations

The Town is seeking proposals to install, configure, and warranty a complete and tested functioning A/V solution. This should include the selection, purchase, and installation of necessary equipment by the contractor. The equipment selected should augment existing equipment where feasible and should increase and improve the quality and functionality of the existing system.

Accepted proposals should contain the following:

- Detailed cost of components, labor, and warranty – including hourly rates for additional work
- Options to separate proposal into smaller projects for budgeting
- Description of work to be performed
- 2 references from customers with related projects

Additional Requirements:

- Solution must maintain A/V sync
- Wire management will be performed
- Front of Dais may NOT be modified

In addition to the base request for proposals, the Town is offering two additional options for proposals that may be selected individually with the proposal award. They are as follows:

Additional Option 1 – Install and configure a large screen display screen for the audience to be wall mounted on the southeast wall of the chamber

Additional Option 2 – Podium with Video/Audio input for display on presentation devices

This request for proposals is extended to all qualified proposers.

1-2 **TOWN OF GULF STREAM**

The Town of Gulf Stream, Florida is a municipal corporation of the State of Florida, incorporated in 1925. The Town operates as a Commission-Manager form of government and has approximately 20 employees. The population per the 2010 census is 786. More detailed information on the Town can be found in the Annual Financial Report and the Annual Budget Document. Access to these documents can be obtained by contacting Rita Taylor, Town Clerk, at (561) 276-5116 or by visiting www.Demandstar.com or the town website at www.gulf-stream.org.

1-3 **PROPOSAL SUBMISSION AND OPENING**

All proposals will be received by the Town of Gulf Stream until no later than **2:00 p.m.** as determined by the Town Commission Chamber clock, on **March 19, 2021** for a proposal to be considered. The following material is required to be included in the proposal:

Digital Submittal:

- A. Proposal Forms – Proposal Certification
- B. Dollar Cost Proposal
- C. Drug Free Workplace Form
- D. Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes on Public Entity Crimes
- E. Additional Information such as qualifications (State License, General Liability and Worker Compensation Insurance Certificates), and references (2).
- F. Proposed equipment listing with technical information
- G. Proposed drawings of equipment layout

Proposers should submit digital proposals through the DemandStar website at www.demandstar.com **no later than 2 pm, March 19, 2021.**

OR

Hard copy submittal:

- A. Three (3) copies of the proposal packet as outlined above
- B. An original and one (1) copy of a dollar cost proposal in a separate sealed envelope marked as follows:

SEALED DOLLAR COST PROPOSAL
FOR THE
TOWN OF GULF STREAM
FOR
RFP 21-01 Commission Chamber Audio/Visual System

Proposers should send the completed proposal consisting of two (2) separate envelopes to the following address:

Rita Taylor, Town Clerk
Town of Gulf Stream
100 Sea Road
Gulf Stream, FL 33483

The Town cautions Proposers to assure actual delivery of digital submittals, mailed or hand- delivered proposals to the Town at Town Hall, 100 Sea Road, Gulf Stream, FL 33483, prior to the deadline set for the opening of proposals or through the DemandStar website. Telephone confirmation of timely receipt of the proposals can be made by calling (561) 276-5116 before the proposal opening time. PROPOSALS DELIVERED AFTER THE ESTABLISHED DEADLINE WILL BE RETURNED UNOPENED TO THE PROPOSER. Receipt of a hardcopy proposal by the Town office, receptionist or personnel other than the Town Clerk does not constitute “deliver” as required by this RFP.

1-4 **PROPOSAL WITHDRAWAL**

Proposers may withdraw their proposal by notifying the Town in writing at any time prior to the bid opening. Proposers may withdraw their proposal in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide receipt for their proposal.

1-5 **PROPOSAL DISCLOSURE**

Upon opening, proposals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke in writing the exemptions to disclosure (provided by law) in the response to the RFP by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

1-6 **TIMETABLE**

The following tentative timetable is established for all actions of this RFP:

- A. **February 3, 2021** - Request for Proposals advertised.
- B. **February 24, 2021 at 10 A.M. EST-** Mandatory meeting for Proposers at Town of Gulf Stream Town Hall located at 100 Sea Road, Gulf Stream, FL 33483
- C. **March 19, 2021 2 P.M. EST-** Deadline to receive proposals.
- D. **April 9, 2021** - The Town Commission will select the vendor for Commission Chamber Audio/Visual System.

1-7 **DELAYS**

The Town may delay or modify scheduled due dates if it is to its advantage to do so. The Town will notify Proposers of all changes in scheduled due dates by written addenda.

1-8 **ADDENDA**

If revisions become necessary, the Town will provide written addenda to all Proposers who have requested the RFP. All addenda issued by the Town will include a receipt form which must be signed and included with any proposals that are submitted to the Town. In the event multiple addenda are issued, a separate receipt for each addendum must be included with the proposal at the time it is submitted to the Town.

If issued, the Town will mail written addenda. All proposers should contact the Town to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal.

1-9 **ORAL PRESENTATION**

In its discretion, the Town may require oral presentations from all short listed respondents. These presentations provide an opportunity for the Proposer to clarify the proposal for the Town. The Town will schedule any such presentations.

1-10 **ACCEPTANCE OR REJECTION OF PROPOSALS**

The Town reserves the right to reject any and all proposals when (1) such rejection is in the best interest of the Town; or (2) if the proposal contains any irregularities; provided, however, that the Town reserves the right to waive any minor irregularities and to accept the most responsive and responsible proposal. The Town also reserves the right to cancel this RFP at any time and/or to solicit and re-advertise for other proposals.

1-11 **DEVELOPMENT COSTS**

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this RFP.

1-12 **SWORN STATEMENT ON PUBLIC ENTITY CRIMES**

The Proposer shall be required, pursuant to Section 287.133, Florida Statutes, to execute the attached "Sworn Statement on Public Entity Crimes" upon the submission of this proposal. By executing this sworn statement, the Proposer is affirmatively stating that neither it nor an affiliate (as defined in the Statute) has

been convicted of a public entity crime and that it is not barred from entering into a contract with the Town. The Proposer further acknowledges that any misstatement or lack of compliance with the Statute shall result in the contract being null and void and/or subject to immediate termination by the Town, and in the event of such termination, the Town shall not incur any liability for any work or materials furnished by the Proposer.

1-13 **CODE OF ETHICS**

If any Proposer violates or is a party to a violation of the code of ethics of the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from bidding on any future proposals for work, goods or services for the Town.

1-14 **CONFLICT OF INTEREST**

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their Proposals the name of any officer, director, partner, associate, agent, Advisory Board member or client/customer who is also an officer, former officer, or employee of the Town of Gulf Stream or its agencies.

1-15 **EQUAL EMPLOYMENT OPPORTUNITY**

Proposer shall not discriminate against any employee or applicant for employment because of race, religion, color, age, sex or national origin, or physical or mental handicap, or marital status. Proposer shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, age, sex or national origin, physical or mental handicap, or marital status.

1-16 **CONTRACTUAL AGREEMENT**

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the laws of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of RFP submittal.

2-1 **INTRODUCTION**

The following are the bid specifications for the Audio Visual equipment, cameras and video Streaming of Town Commission, Architectural Review and Planning Board, and Ad Hoc meetings. Equivalent bid specifications will be considered.

2-2 **SCOPE OF WORK**

Reliable, high performance camera and video streaming of Town Commission, Architectural Review and Planning Board, and Ad Hoc Committee meetings meeting the needs of the Town.

- Camera and related equipment – anticipated 1 camera

- Computer station and production software to control video production for real-time streaming to the Internet
- Audio Mixer
- AV Controls - all A/V functions should be able to be operated from the Town Clerk's desk;
- including, but not limited to the audio levels, microphones, cameras, display devices, recording devices, internet streaming, and ability to easily control the changing of documents and subjects displayed on the display devices
- Camera - should be provided and positioned so that the Council dais, podium, and other areas in the front section of the room can be recorded and/or displayed on presentation display devices
- Amplifier and speaker system for Commission Chamber that will provide high quality and balanced sound coverage.

2-3 **AREAS OF CONCERN**

Improve Live & On-Demand Streaming reliability

- The Town currently utilizes GoToWebinar as an On-Demand and Live Streaming service provider. The Town does not currently have any mounted cameras and streaming is accomplished with a mixture of laptops and webcams. The streaming has been inconsistent, devices and webcams are unsightly, cumbersome and pose tripping hazards, the stream will occasionally freeze at random, and has poor sound quality.
- The Town is currently seeking proposals to address Live and On-Demand streaming needs. Proposals should take into consideration the small size of the room and basic needs of streaming. The solution must allow audio and video to be reliably viewed live and on-demand. The solution shall not require adjustment to the Town's network, or firewall.

Improve In-Room and Recorded Audio

- The Town's audio system has not been updated since 2005 and is currently partially not functional. No major improvements have occurred, with the exception of wireless microphones and mixers. The Town would prefer proposals to integrate and use the current wireless microphones if possible. Background noise cancellation solutions are needed to improve sound quality.
- The Town is currently seeking proposals to address general acoustics of the commission chamber, resolve the feedback issue, improve the volume of the streaming audio, and to improve the overall audio quality. Proposals should address the noted equipment and should include a plan to evaluate existing legacy wiring and devices.

Improve reliability, streamline, and simplify video components

- The video system that the Town has in place is primarily HD-SDI and in the form of webcams and laptops using an online video conferencing solution called GoToWebinar. The system converts up from presentation inputs, and down to output streaming broadcasts to service providers. The limitation of using portable equipment such as laptops and webcams limit space for the audience and causes tripping hazard liability due to cables and tripods.

Improve Quality of Presentations (Resolution)

- The Town utilizes presentation equipment that connects via an HDMI Wireless Extender transmitter and receiver connector. The signal is prone to disruption and freeze regularly. It is somewhat common for presenters to end up frustrated that the presentation was not particularly viewable or manageable. As a result, the Town still accepts poster board mounted presentations that are difficult to see from the dais and completely blocked from view of the audience. With the current equipment, it is also necessary for staff to intervene on behalf of presenters in order to change between document projector and presentation computer. Although the equipment has a switch on it, it is often confusing to presenters unfamiliar with the equipment and they fail to switch on their own, the delay that is present when switching the input also adds to the confusion. The presentation equipment has been set up in a way that forces individuals to utilize Town equipment to present, although a recurring request has been to project from a user provided device. The Town has typically avoided allowing this due to limitations in available connections but could potentially allow for this in the future.
- The Town is currently seeking proposals to improve the picture quality, ease of use, and functionality of our presentation equipment. The Town is also seeking to reduce adaptations and conversions from the presentation equipment, although this goal is secondary to improved quality.

GOVERNING LAW

Proposers agree that the disputes shall be governed by the laws of the State of Florida. Venue will be Palm Beach County.

SELECTION CRITERIA

A Selection Committee will evaluate proposals to recommend an award to the Town Commission. Each Proposer should submit documents that provide evidence of capability to provide the services required for the Committee’s review. The Selection Committee will rank and select the top Proposer.

Selection Criteria	Points
Project schedule and timeframe	15
Selection Committee ability to fulfill the needs of the Town, including video streaming, sound, wiring, presentation viewability and function, control system	25
Aesthetics design (preservation of dais and wall paneling)	15
Price	30
References and experience with similar projects	15
Maximum Points	100

PROPOSAL PACKAGE

Each Proposer is required to complete and submit the following information with their proposal:

- A. Proposal Forms – Proposal Certification
- B. Dollar Cost Proposal
- C. Drug Free Workplace Form
- D. Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes on Public Entity Crimes
- E. Additional Information such as qualifications (State License, General Liability and Worker Compensation Insurance Certificates), and references (2).
- F. Proposed equipment listing with technical information
- G. Proposed drawings of equipment layout



PROPOSAL CERTIFICATION

- Individual
- Partnership
- Corporation
- Other (Specify)

Name of Company (or Individual): _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Tax Identification #: _____ Addenda Received: _____

Bidder's Representative: _____

Title: _____

Proposed Total Fee to Provide Requested Service: \$_____

The undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Proposer hereto has executed this Bid Certification Form this ____ day of _____, 20__.

(CORPORATE SEAL)

ATTEST:

BIDDER:

Printed Name

Printed Name

Signature

Signature Authorized Officer

Title

Title

Date

Date

State of }
County of }

On this the ____ day of _____, 20____, before me, the undersigned Notary Public of the State of Florida, personally appeared _____ (Name(s) of Individual(s) who appeared before Notary) and whose name(s) is/are subscribed to within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal _____
NOTARY PUBLIC
STATE OF FLORIDA

Personally known to me: _____
Produced Identification: _____
Type of Identification Produced: _____



Dollar Cost Proposal Form

Bidders must provide additional information and pricing for equipment they are proposing not identified below.

Item	Price
Cameras and related equipment –	
Computer station and software to control video production for real-time streaming to the Internet	
Audio Mixer	
Speakers and associated equipment	
Video/Audio input at podium for display presentation output to TV	
AV Controls - all A/V functions should be able to be operated from the Town Clerk's desk	
Other Related Equipment	
Installation of all Equipment	
Total	



DRUG-FREE WORKPLACE FORM

The undersigned firm in accordance with Section 287.087, Florida Statutes,

hereby certifies that _____ DOES/DOES NOT.
(Name of Business) (Circle appropriate response)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, and any available drug counseling.

By: _____
Signature Authorized Officer

Date: _____

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (a),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER
OATHS.**

1. This sworn statement is submitted to _____
(Print name of the public entity)

by _____
(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

Whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is

_____ (If the entity has no FEIN, include the Social Security

Number of the individual signing this sworn statement _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, no jury trial, or entry of a plea of guilty or nol contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. Any entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in the State of Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity.

The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

- 6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officer's directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one of more of its officer's directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF }
COUNTY OF }

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this

_____ day of _____, 20_____.

(NOTARY PUBLIC)

My Commission expires: