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Request for Proposal City of Oak Forest Council Chamber & Production Room Upgrades for Live and Recorded Video

I. BACKGROUND

The City of Oak Forest is a municipality in Illinois that is home to approximately 28,000 residents and more than 450 businesses. The earliest reference to the community as Oak Forest is in an 1893 Chicago, Rock Island and Pacific Railway timetable. Oak Forest was incorporated as a village in 1947, and then incorporated as the City of Oak Forest in 1971. It became a home-rule community in 1981. Nestled among picturesque forest preserves and just 24 miles from downtown Chicago, the City of Oak Forest is on the fast track to becoming one of the premier suburbs in southwest Cook County. Oak Forest is a home-rule community, which is governed by a mayor and seven aldermen. The City of Oak Forest is managed through the Mayor's Office and department directors.

II. PROJECT SUMMARY

The City of Oak Forest invites qualified vendors to submit responses to this request for proposal (RFP) for upgrades/solution to the visual and production equipment in City Council Chambers and Cable Production room. Through this RFP, the City is requesting qualified firms to assist with replacing the current presentation and broadcasting equipment.

III. PROJECT GOALS

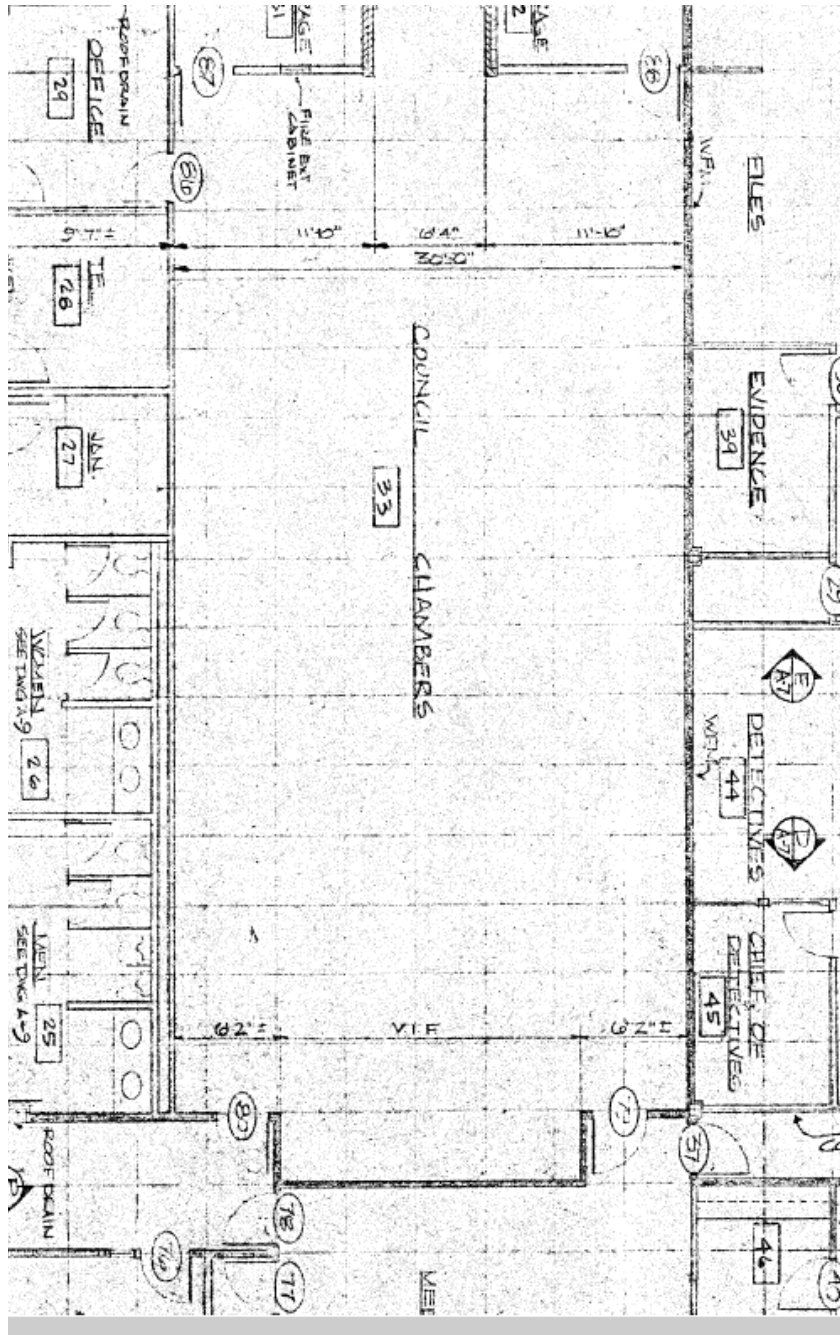
Improve video display and recording capabilities. Improve audio and video capabilities of presentations in the City Council Chambers. Install and implement designed audio, video and sound system solutions into the existing City Council Chambers.

IV. PROJECT AREA DESCRIPTION

The City Council Chambers are located in the City of Oak Forest administration building where elected officials, city staff and the public meet to conduct official city business. The primary use of this facility is to host regular and special City Council meetings, informational meetings, committee meetings and commission meetings. The chamber facility is also used as a training center and court room. The Council Chambers itself is approximately 30 feet wide and 60 feet long with a maximum height of 8.8 feet. The room includes a dais for the City Council located at the North end of the room with seating for twelve. Also included in the room are 2 staff tables centered in room for eight (8) staff members. Audience seating begins towards the center of room and is split by a center aisle. Residents and guests to address the council members at the center table with 2 table mics provided. The audience seating area has room for sixty (60) people.







V. SCOPE OF WORK:

The City is seeking a qualified vendor to design, develop and install upgraded audio, video, and sound system equipment in the City Council Chambers. Specific deliverable requirements requested by the City as part of this RFP include the following:

- A. Provide a single line drawing of the new audio, video, and sound systems to the City.
- B. Provide a listing of all labor and materials to install the complete audio, video, and sound systems.
- C. Provide testing and adjustments after the installation of the new audio, video, and sound system. Assist the City with programming and commissioning the new systems after installation.
- D. Provide training for the new systems after installation.
- E. Provide the City with support for manufacturer warranties for service during the warranty period, and also provide the City with service support labor rates.
- F. Provide all operating manuals for the new equipment installed.
- G. A meeting schedule will be provided for all meetings, court dates, and training activities. The room must clean and left in a usable condition for these events.
- H. Proposal of solution must be able to work with newly purchased Microsoft Surface Pro's for member of the City Council.

The audio, visual, and sound system upgrades will be completely installed and functional on or before April 30, 2019.

VI. CONTENT OF PROPOSALS:

- A. A qualifying proposal must address all of the following points:
 1. Cover Letter
 2. Project title
 3. Firm name
 4. Executive summary
 5. Certificate of insurance
 6. Firm qualifications
 7. Cost break down for project

VII. REQUIRED IN THE BID

- A. Up to 4 HD Cameras for Council Chambers
- B. Up to 6 TV's to display presentations in Council Chambers to council and audience or drop down projection screens
- C. If a projector is recommended, must be high end.
- D. Encoder and mixer for sound and video that can be controlled remotely.
- E. New Mixer with connections for 15 microphones and filtering to remove feedback from electronic devices.
- F. Streaming media processor
- G. HD HDMI Scaler. PEG Channels are still SD, HD for web streaming.
- H. 15 Dais gooseneck mics, 2 wireless mics,
- I. AV connections at front and rear of the room and under the Dias that connect to the projector/tv's and sound system.
- J. New Zoned speakers for the audience.
- K. Presentation media controller to display on all devices, tv's, projectors and ability capture in production room for live streaming.
- L. Ability to control all components from a tablet, iPad, Surface Pro.
- M. Smart podium with connection to Audio and Visual components.

V. SUBMITTAL GUIDELINE

- A. A pre-bid meeting will be held at City of Oak Forest administration building, 15440 S. Central Ave. on Wednesday Oct. 24th 2018 at 10:00 am with attendance required.
- B. The deadline for receiving proposals is Nov. 28th 2018 at 5:00pm.
- C. Respondents are required to submit the following:
- D. Three (3) hard-copy proposals in response to the RFP.
- E. Weblinks to major equipment for ease of research or pdf's emailed to trieman@oak-forest.org.
- F. Clearly mark outer covers
- G. Submit all proposals to the following location:
City of Oak Forest
ATTN: Tom Rieman
15440 S. Central Ave.
Oak Forest, IL 60452

All questions or requests for additional information should be emailed to:
Tom Rieman – IT Director
E-mail: trieman@oak-forest.org
Subject: Oak Forest Chamber Upgrade

City Council Chambers Audio, Visual, and Sound System Upgrade Submittal Deadline:
November 28th 2018 @ 5 p.m.

Neither the City of Oak Forest nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.

The City of Oak Forest reserves the right to select consultants from the responses received; to waive any or all informalities and / or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received. The City of Oak Forest also reserves the right to approve any subcontractors used by submitting firms.

A response to this RFP does not constitute a formal bid, therefore, the City of Oak Forest retains the right to contact any / all proposing firms after submittal in order to obtain supplemental information and / or clarification in either oral or written form.

Furthermore, an explicit provision of this RFP is that any oral communication made is not binding on the proposal process.

The City of Oak Forest will not be liable for, nor pay for any costs incurred by responding firms relating to the preparation of any proposal for this RFP.