

Henderson County IT Department



RFP for Turnkey Audio-Visual Systems at Multiple County Locations

Mandatory Pre-Bid

**Thursday, April 28, 2022, at 10:30AM
Henderson County Finance
113 North Main Street
Hendersonville, NC 28792**

Proposals are Due

**Thursday, May 5, 2022, by 5:00PM
Henderson County Finance
Attention: Doug Guffey
113 North Main Street
Hendersonville, NC 28792**

BID PROPOSAL FORM

Pursuant to the General Statutes of North Carolina and 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit, as amended, **sealed bids**, subject to the conditions and specifications herein, are invited for furnishing the following IT related goods and services. All bids will be received by the Henderson County Finance Department, at 113 North Main St., Hendersonville, NC 28792, until Thursday, May 5, 2022, by 5:00 PM EST.

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that he will furnish the equipment and services called for in the manner prescribed herein:

Phase	DESCRIPTION	TOTAL SYSTEM COST (5 YEARS)
1	Turnkey Mobile Production Solution	
2	Turnkey Communications Center at Site 1: Henderson County Historic Courthouse	
3	Turnkey Communications Center at Site 2: 100 North King Street	
GRAND TOTAL FOR ALL GOODS SERVICES PER SECTION 9.9 SYSTEM AND COMPONENT PRICING.		

**PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE
FOR 120 DAYS AFTER THE BID DUE DATE**

Printed Name of Firm Representative: _____

Signature of Firm Representative: _____

Title: _____

Name of Firm Submitting Proposal: _____

Firm Address: _____

Telephone Number: _____

Email Address: _____

Section 1: Purpose

The Henderson County Board of Commissioners are soliciting information technology services of highly qualified firms for the turnkey design, development, implementation, maintenance, installation, and training for a robust, fault tolerant and adaptable communications center for varied message delivery at the Henderson County Historic Courthouse and 100 North King Street as well as a mobile production solution.

Section 2: Process and Schedule

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential bidders. All listed times are Eastern standard times.

Action	Time	Date
Bid issued	5:00PM	04/14/2022
Mandatory Pre-Bid	10:30AM	04/28/2022
Deadline for Questions	5:00PM	04/29/2022
County Responses	5:00PM	05/02/2022
Bids Due	5:00PM	05/05/2022
Anticipated Award	12:00PM	05/18/2022

Section 3: Mandatory Pre-bid

A **MANDATORY PRE-BID MEETING** will be held at the Henderson County Finance Department Thursday, April 28, 2022, beginning at 10:30 AM EST. If your company does not attend the pre-bid meeting or is not present for the duration of the meeting your bid will not be considered as responsive.

Section 4: Bid Contact

Any and all questions, concerns and requests for additional information shall be directed to the Henderson County Finance Department to the attention of the Purchasing Agent:

hcpurchasing@hendersoncountync.gov

Note: Bids shall be submitted sealed as provided herein. Bids cannot be submitted via email.

Section 5: Bidder Questions

The County is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder in responding to this bid. The Bidder shall examine this bid to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that the County clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder.

The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification and technical questions to this bid must be received by the County no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all County requirements and terms and conditions. The County shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the County's website at <https://www.hendersoncountync.gov/rfps>.

Section 6: Objections to the Specifications

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify Henderson County's Purchasing Agent, in writing, stating and listing the specifications and objections, no later than five (5) working days prior to the bid opening date. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Henderson County's Purchasing Agent.

Section 7: Errors in Bids

Bidders or their authorized representatives are expected to understand the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

If an error or omission occurs bidder(s) must submit in writing no more than seventy-two hours after the bid opening, a request to withdrawal their bid, excluding Saturdays, Sundays, or Holidays for which Henderson County offices are closed.

Section 8: Scope of Work

8.1 Overview and Project Timeline

The firm will provide a turnkey communications system inclusive of the design, development, implementation, installation, and training of staff that will consist of customization at each site as well as a mobile production solution. This project will be phased as follows:

Phase	Description
1	Turnkey Mobile Production Solution
2	Turnkey Communications Center at Site 1: Henderson County Historic Courthouse
3	Turnkey Communications Center at Site 2: 100 North King Street

The equipment for the project shall be properly labeled by phase and shipped to the Henderson County IT Department at 200 N Grove St, Hendersonville, NC 28792. Once all

equipment has been received bidder shall provide a project timeline for each phase indicated above. The final completion date shall not exceed three months from the date in which the final shipment of equipment is received.

8.2 Site Locations

Site 1

Henderson County Historic Courthouse
1 Historic Courthouse Square
Hendersonville, NC 28792

Site 2

Henderson County Planning/Zoning/Code Enforcement
100 N. King Street
Hendersonville NC 28792

8.3 Phase 1: Requirements of Mobile Production Software

8.3.1 Project Objectives

- 8.3.1.1 Proposed solution (mobile): Design and build a mobile production studio that will allow for the presentation, recording, and streaming of meetings and events not located in either venue.
- 8.3.1.2 System should be able to be set up and operated by a single, non-technical user.
- 8.3.1.3 System should provide for redundancy and overcome potential and demonstrated points of failure
- 8.3.1.4 Solution shall provide internet connectivity via wireless connection
- 8.3.1.5 Solution shall incorporate a video production system with accessories (tripod, lighting, microphones, etc.)
- 8.3.1.6 Solution shall provide the ability to present, produce, record, and stream meetings to a variety of social media platforms
- 8.3.1.7 Solution shall be compatible with Microsoft Windows Products

8.4 Phase 2: Design, Development, Implementation of Communications Center Henderson County Historic Courthouse

8.4.1 Site Description

Site 1 includes the Henderson County Board of Commissioners meeting room, the office of the Public Information Officer where most of the production will take place, and the Henderson County Community Room which will be utilized as a venue for meetings which exceed the capacity of the main Commissioners meeting room.

8.4.2 Equipment and Software Currently being Utilized

Please note that the following equipment is provided as a guideline for our current capabilities and should not be considered as reusable.

Site 1: Existing Equipment and Software
(5) 1080p PTZ cameras
(12) microphones (plus wireless mics and lavalier mics)
Long-throw projector
(1) 55" display for commissioners
Projection screen is a Da-Lite model AS20-08, part #84762 on a 170.5" roller
Unmounted NEC Model NP-PA550W Projector
Multi-format live switcher & joystick controller for PTZ cameras
Touch screen control for video routing, microphone controls, camera controls, audio output controls, projector screen, blinds.
Extron SMP-351 for recording and streaming
Brightsign XT1144 for content scheduling
Magicbox for current streaming platform (Bluejeans by Verizon)

8.4.3 Project Objectives

- 8.4.3.1 Design and build a unified communications platform for connecting with citizens.
- 8.4.3.2 Solution shall include a network-based HD Encoder/Decoder
- 8.4.3.3 Solution shall natively integrate with a vendor agnostic agenda management system
- 8.4.3.4 Shall contain low profile individual touchscreen displays for commissioners, county attorney, county manager, assistant county manager, clerk, budget officer, and finance director.
- 8.4.3.5 Proposal should include all cabling and labor.
- 8.4.3.6 Proposal shall include touch-screen controls that allow for a variety of multimedia inputs including (but not limited to), Blu-ray, external storage, AirMedia (Crestron), AirPlay (Apple), and Miracast to display media presentations from non-county staff.
- 8.4.3.7 Shall have the ability to control the projection screen and blinds from the touch-screen controllers.
- 8.4.3.8 Individual displays on the dais must be touch screen and connected to a computer. The County will provide the computers
- 8.4.3.9 The Community Room shall have the ability to hold and stream meetings independent from the Commissioners meeting room.
- 8.4.3.10 Two cameras will be needed in the Community Room.
- 8.4.3.11 The Finance Director/Budget Manager, Assistant County Manager, Clerk to the Board, and the Public Information Officer shall be able to control the meetings/presentations in the commissioners meeting room.
- 8.4.3.12 The Assistant County Manager shall have the ability to authorize presentations from her station before presentations from other board members or staff present in meetings.
- 8.4.3.13 The Public Information Officer shall have the ability to post process/edit videos for online video archive.
- 8.4.3.14 Proposal shall include all back-end equipment including multiplexors, splitters, mixers, etc., and should be operated by touch screen where

applicable and should have the capability to remotely manage production of an event.

- 8.4.3.15 Solution shall include all necessary cabling, programming, and equipment to present on-demand via closed-circuit to a minimum 80" display in the community room.
- 8.4.3.16 Proposal should include the ability for controlling presentations at three separate locations, one where the clerk to the board sits, one where the budget analyst and finance director sits, and one in the production room adjacent to the meeting room.
- 8.4.3.17 The solution must provide the ability to provide a live feed (via local network **not** an Internet stream) the contents of meetings to the Community Room on demand.

8.5 Phase 3: Design, Development, Implementation of Communications Center 100 N King Street

8.5.1 Site Description

Site 2 includes the Henderson County Planning Board meeting room which should provide all audio/visual equipment to allow for recording and streaming of board meetings (planning board, tax board, board of equalization and review, etc.).

8.5.2 Equipment and Software Currently Being Utilized

Most fixed video equipment (cameras, mixers, etc.) are not being used currently and should be disposed of as part of this project. Equipment currently in use is as follows: Ceiling mounted multimedia projector, VGA A/V switcher, VGA A/V splitter, eight (8) individual displays and eight individual microphones for board members and four to six microphones for staff use during meetings. The equipment list is to only notate current capabilities and should not be considered as reusable.

8.5.3 Project Objectives

- 8.5.3.1 Design and build a unified communications platform for connecting with citizens.
- 8.5.3.2 Solution shall include a network-based HD Encoder/Decoder
- 8.5.3.3 Solution shall natively integrate with a vendor agnostic agenda management system
- 8.5.3.4 Shall contain low profile individual touchscreen displays for board members and county staff where applicable.
- 8.5.3.5 Three people will need the ability to control the meetings/presentations via touchscreen devices.
- 8.5.3.6 Proposal should include all cabling and labor.
- 8.5.3.7 Proposal shall include touch-screen controls that allow for a variety of multimedia inputs including (but not limited to), Blu-ray, external storage, AirMedia (Crestron), AirPlay (Apple), and Miracast to display media presentations from non-county staff.
- 8.5.3.8 Proposal shall include all back-end equipment including multiplexors, splitters, mixers, etc., and should be operated by touch screen where applicable and should have the capability to remotely manage production of

- an event.
- 8.5.3.9 Proposal should include the ability for controlling presentations using a touch-screen display.

8.6 Project Deliverables Applicable to all Phases

- 8.6.1 Shall include feeds to the PEG channels and various social media/online streaming platforms.
- 8.6.2 Solution shall provide for live presentation of the Henderson County Board of Commissioners/Planning Board meetings and any other meetings that are to be presented.
- 8.6.3 Solution shall provide for integration of presentation materials, multiple presenters and multiple cameras and microphones.
- 8.6.4 Proposals should include methods to overcome potential points of failure.
- 8.6.5 Upgrade and enhance the audio recording and control system using various types of microphones, microphone arrays, and audio mixing and recording equipment best suited for the acoustics at each location.
- 8.6.6 System shall be fully operational and be able to be utilized without any modification of cabling
- 8.6.7 Operation of the systems should be user-friendly with the ability to be operated by non-technical staff.
- 8.6.8 Each site should be independently controlled.
- 8.6.9 The solution shall include outlets for news camera crews to plug in equipment for news reporting purposes.
- 8.6.10 Solutions proposed should accommodate streaming to social media platforms natively
- 8.6.11 Solution should be user-friendly and should not require highly technical personnel to operate. This specifically includes the ability to combine multiple input streams and post-production editing for deployment to social media.
- 8.6.12 All solutions should be scalable and include a minimum of 20% equipment vacancy for expansion.
- 8.6.13 Sites Shall be ADA compliant and include assisted hearing devices.

8.7 Site Operability

- 8.7.1 Each site should be able to be operated independently of one another. There is no need for production of site 2 to be directly managed by site 1 or vice versa.
- 8.7.2 Each site should be able to be remotely operated via network and/or internet if any cloud solutions are proposed.

8.8 Warranty and Support

- 8.8.1 With the exception of any notations to the contrary already covered, all proposals shall include comprehensive system support inclusive of training for a term not less than 5 years.
- 8.8.2 Equipment shall have a minimum 1-year manufacturer warranty
- 8.8.3 Vendor shall provide warranty replacements for all equipment under the 5-year term of maintenance and support

8.9 Installation and Work Schedule

- 8.9.1 No work must interfere with the scheduled Board of Commissioners meetings
- 8.9.2 Bidder shall perform work only during regular operating business hours (Monday-Friday 7:00AM to 5:00 PM) unless approved by the IT Director.
- 8.9.3 Cleanup of all affected work areas shall be completed daily and shall be performed before any Board of Commissioner meetings
- 8.9.4 Install all materials and equipment in accordance with manufacturer's instructions, warranty requirements, and drawings

Section 9: Proposal Requirements

Proposals shall follow the sections outlined below, beginning with a cover letter, which will indicate the appropriate contact person for any potential correspondence. The remainder of the proposal shall include detailed vendor information, comprehensive system description, project implementation, references, system requirements, training and documentation, support and maintenance, guarantees and warranties, qualitative criteria and system/component pricing. The deliverables, compliance, and qualitative information contained within this section will be the methodology for the weight of the evaluation criteria.

9.1 Vendor Experience & Capability

The vendor shall provide information on its experience and qualifications, which enable it to provide a suitable solution described herein, including, but not limited to the following:

- Brief history of the company
- Timeline of incorporation, ownership, parent company, partners and suppliers
- Experience installing the products and services requested in this RFP
- Financial viability of vendor
- Any other information regarding the vendor's experience, which will assist the IT Department in evaluating the proposal and making an ultimate decision.

9.2 References

The vendor must supply three (3) references for similar work it has undertaken over the past three (3) years, preferably with a unit of local government.

Please provide:

- Entity name.
- Contact name(s).
- Email address.
- Telephone number.
- Brief description of the work performed, including products provided and date of installation.

The County may or may not contact the references provided. To determine the vendor's past performance, the County may ask any questions it deems are in its best interests.

9.3 Description of Proposed Solution

Proposers are to submit schematic designs of their solutions in addition to a list of components, software, and maintenance needed to affect that design as well as installation and associated charges. All submissions should include a component parts list that includes manufacturer, model numbers, and quantities of each primary component that makes up the solution. Primary components are defined to be any multiplexors, switches, splitters, cameras, mixers, touchscreen devices, displays, projectors, etc. Ancillary components such as cables, and connectors need not be listed.

If selected, the schematic and the performance it proposed are deemed to be binding as part of any contract for installation and will form the basis for guaranteed performance from the vendor. A separate Final Schematic shall be created by the vendor at the close of work and before final inspection as an “as built” and shall be provided to the County in an electronic format. It is the intent of the County to use the final schematic as the basis for a record of work done, and as a troubleshooting document.

Proposers must also agree to provide digital copies of the original documents for each component installed in an organized fashion to be linked to the Final Schematic with exact names or agreed upon monikers for each component.

9.4 Project Implementation Plan & Personnel

The vendor shall provide an example of a comprehensive project implementation plan. This plan should include:

- Project management and technical support personnel, with a brief description of each person's qualifications and experience
- Project implementation timeline for each major part of the implementation, such as estimated lead times for the receipt of equipment and installation
- Details of any materials that the County will be expected to provide which are outside the provisions of the vendor's proposal
- Information on training materials, topics covered, training approach, and training schedule
- Provide experience, qualifications, and role for each person who will be participating in the project. State the background of each team member, years of experience, length of employment with your firm, and experience providing the products requested in this document
- Include a list of relevant and successfully completed projects by these team members.
- Provide the name of the person who will direct the overall project throughout the duration of the contract and key responsibilities. Include any subcontractors
- Include an organizational chart for the proposed project team, identifying the team leader, and all roles and areas of responsibility

9.5 Project Support & Maintenance

The vendor shall provide details on its service and support and continued maintenance over the life of the system. Details should include:

- Hours and methods of contact to technical support, including normal operating hours and procedures for obtaining assistance during off hours;
- First year costs, if any, and subsequent years costs;
- How vendor handles/addresses issues;
- Any sub-contractors with which the vendor works;
- Any warranties and/or guarantees for the system and/or support and service;
- Guaranteed response times for both remote and on-site support;
- Locations of support technicians;
- System update and upgrade policy;
- Turnaround time required by vendor to acquire replacement parts;
- Qualifications of key support team personnel;
- Sample sales, software, and support agreements as appropriate.

9.6 Training & Documentation

Vendor will supply adequate training to County personnel as part of the implementation process.

Adequate training is defined by the following:

- Training technical services, system administration, and public services staff in the use of all equipment.
- Total number of staff to be trained is approximately 12.
- Training will be performed by the vendor at both site locations
- Ongoing training should be available for new staff as part of the maintenance agreement

Additional training requirements include:

- The County requires user manuals, plus any other materials that are typically distributed during training.
- The County requires that manuals be available in electronic format with unlimited distribution
- The County requires unlimited interaction with the vendor sales staff and technical support staff during installation planning, the installation phase, and follow-up immediately after such installation.
- Introductory operator/user/staff training
- Indicate options and pricing for additional staff training periods and topics.

9.7 Guarantees & Warranties

Vendor shall provide details of all guarantees and warranties that accompany its solution and

designate them as follows:

STANDARD: Service is available as requested and is included for all customers at no additional charge.

OPTIONAL: Service is available but there is an additional fee associated. Fees shall be shown as a unit cost as well as an extended cost the applicability of the optional services.

9.8 Qualitative Criteria

Proposals shall list key components and features necessary for efficiently achieving the functionality required as described in Section 8: Scope of Work.

9.9 System & Component Pricing

Proposal responses should include detailed pricing information. Vendor shall supply amount needed, unit prices, and extended prices for the proposed solution, including all hardware, software, installation, shipping, and training. Provide pricing for any proposed options that have been included in the response as well. Both Per Unit Price and Extended Price should include all discounted prices. Discounts should not be listed separately or as total system discounts.

Shipping and any applicable taxes should be listed separately. Prices must be guaranteed for 120 days following proposal due date.

Please complete the tables below with pricing information. Prices shall be F.O.B. Destination, and include training, installation, and any other items necessary for complete system operation. The total system cost of the system over 5 years shall be incorporated into the **Bid Proposal Form**.

Phase 1: Turnkey Mobile Production Solution			
Project Cost (Year One)	Quantity	Per Unit Price	Extended Price
Video Camera and Accessories	1		
Wireless directional microphones, wireless omnidirectional microphones, wireless lavalier microphones	1		
Rugged Pelican-style (preferably wheeled)	1		
Network equipment to provide wireless internet access	1		
Laptop/Tablet for production management of remote events	1		
Portable multimedia projector	1		
Portable screen	1		
Any required cabling and interconnects.			
Software license costs (please list per seat costs and number of seats required for each component of proposed system – add lines as needed.)			
Installation (Total of Onsite and Offsite)			
Onsite			
Offsite			
Shipping			
Training (Total of Onsite and Offsite)			
Onsite			
Offsite			
Support Year 1			
Hardware and Software Maintenance Year 1			
		Profit:	
		Other costs (please list in detail):	
		Tax:	
		Total Project Cost:	
Ongoing Maintenance Costs			
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Two:			

Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Three:	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Four:	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Five:	
TOTAL COST OF SYSTEM OVER 5 YEARS:(Sum of items P, Q, R, S and T)	

Phase 2: Turnkey Communications Center at Site 1: Henderson County Historic Courthouse			
Project Cost (Year One)	Quantity	Per Unit Price	Extended Price
All necessary back-end components to meet scope of work (please provide a separate list of components as outlined in 9.3) (Historic Courthouse)			
All required audio equipment (speakers, directional microphones, wireless microphones, etc.) appropriately sized for the acoustics of the Board of Commissioners Meeting Room and the Community Room in the Historic Courthouse			
Long-throw laser multimedia projector (Historic Courthouse Meeting Room) minimum 10,000 Lumen	1		
PTZ Cameras (Historic Courthouse)	5		
Low profile touchscreen displays (Historic Courthouse)	11		
Touchscreen controllers (Historic Courthouse)	3		
80" display (minimum) for overflow (Historic Courthouse Community Room)	1		
Any required cabling and interconnects	1		
Software license costs (please list per seat costs and number of seats required for each component of proposed system – add lines as needed.)			
Installation (Total of Onsite and Offsite)			
Onsite			
Offsite			
Shipping			
Training (Total of Onsite and Offsite)			
Onsite			
Offsite			
Support Year 1			
Hardware and Software Maintenance Year 1			
		Profit:	

Other costs (please list in detail):	
Tax:	
Total Project Cost:	
Ongoing Maintenance Costs	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Two:	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Three:	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Four:	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Five:	
TOTAL COST OF SYSTEM OVER 5 YEARS:(Sum of items P, Q, R, S and T)	

Phase 3: Turnkey Communications Center at Site 2: 100 N. King Street			
Project Cost (Year One)	Quantity	Per Unit Price	Extended Price
PTZ Cameras (King Street Meeting Room)	5 (maximum)		
50" - 60" displays for audience	2-4		
Low profile touchscreen displays	8		
All necessary back-end components to meet scope of work (please provide a separate list of components as outlined in 9.3) (King Street Meeting Room)	1		
All required audio equipment and cabling appropriately sized for the acoustics of the King Street Meeting Room			
Touchscreen controller (King Street)	1		
Any required cabling and interconnects	1		
Software license costs (please list per seat costs and number of seats required for each component of proposed system – add lines as needed.)			
Installation (Total of Onsite and Offsite)			
Onsite			
Offsite			
Shipping			
Training (Total of Onsite and Offsite)			
Onsite			
Offsite			
Support Year 1			
Hardware and Software Maintenance Year 1			
		Profit:	
		Other costs (please list in detail):	
		Tax:	
		Total Project Cost:	
Ongoing Maintenance Costs			

Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Two:	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Three:	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Four:	
Annual service/maintenance costs (including software license renewals, parts, labor, and travel) Year Five:	
TOTAL COST OF SYSTEM OVER 5 YEARS:(Sum of items P, Q, R, S and T)	

Section 10: Preparation of Proposals

- 10.1 Proposals should be made in accordance with the RFP format provided herein, with all blank spaces in the Appendices properly filled in. Profit shall be listed as a separate line in the vendors proposal.
- 10.2 All proposals must be signed by a duly authorized official representing the Vendor using the **Bid Proposal Form**. Proposals shall be considered to the greatest extent possible. However, failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, will disqualify the proposal
- 10.3 All proposals, responses, inquiries, or correspondences relating to or in reference to this RFP, and all reports, charts, displays and other documentation submitted by the Vendor shall become the property of Henderson County when received. The County reserves the right to use the materials, or any ideas submitted in any proposal in response to the RFP.
- 10.4 Costs incurred in the preparation of this Proposal are to be borne by the Vendor, and Henderson County will not contribute in any way to the costs of the preparation.
- 10.5 The contents of each Vendor's Proposal to Henderson County—including technical specifications for hardware and software, purchase and lease prices, and hardware and software maintenance fees—shall remain valid for a minimum of 120 calendar days from the Proposal due date.
- 10.6 All Proposals must include copies of all example contracts with required contract language for hardware (if applicable), systems software, application software, hardware maintenance (if applicable), and software support.
- 10.7 This Request for Proposals and the selected Vendor's Proposal, including all representations, warranties and commitments contained in the Proposal and related correspondence shall be contractual obligations included in the written final contract for services, equipment and software.
- 10.8 Henderson County intends to award a contract to a single vendor for all core applications. Vendors are allowed to provide a proposal that includes subcontractors, but the County intends to enter into a single agreement with one Vendor acting as a Prime contractor. The Prime contractor will be responsible for the timeliness, quality, and deliverables provided by any subcontractors under the Prime contractor's agreement.

Section 11: Submission Requirements

- 11.1 **SEALED, hard copy**, responses shall be received until 5:00 PM on Thursday, May 5, 2022.
- 11.2 Bidder shall provide (3) complete sets of your bid in hard copy paper format (on 8-1/2" x 11" size paper, printed one side, only bound with a single staple in the upper left corner or with a single removable clip (no 3-ring binders) and (1) digital version via flash drive. Bids must be SEALED in an envelope. **NO EMAIL OR FAX BIDS WILL BE ACCEPTED.**
- 11.3 All bids must be mailed or delivered as follows in enough time to ensure receipt by the Purchasing Agent for this purpose on or before the time and date specified on the Bid Proposal Form. Bids not received by the time and date specified on the Bid Proposal Form will not be opened or considered.

Mailing & Delivery Address:

Henderson County: RFP Turnkey Audio Visual Systems at Multiple County Locations

Date: Time: (This section to be left blank for Internal Use Only)

Finance Department

113 N Main Street

Hendersonville, NC 28792

11.4 Bidders shall provide any available product literature and manufacturer’s specifications at the request of Henderson County.

Section 12: Selection Criteria

Proposals shall be evaluated based upon the matrix below:

Criteria	(a) Weight	(b) Score (1-5)	(a) X (b) Weighted Score
Overall capability to provide the required system features and capabilities	10		
Ease of Integration among various components	10		
Proven design, functionality, and suitability of the proposed system to perform required tasks and meet specifications	10		
Vendor reputation, stability, experience, and qualifications in the audio-visual field	15		
Positive response of vendor’s references for similar projects	10		
Ability to provide quality service, support, warranties, and product maintenance in a timely manner, with suitable on-site and remote service and support	15		
Price, including materials, software, licensing, maintenance, and support	30		
Final Score			

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 - 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet

Cost will be calculated with a formula using a ratio method, in which the lowest cost receives the maximum points allowed and other proposals receive a percentage of the points available based on their cost relationship to the lowest. This is determined by applying the following formula:

$$\frac{\text{Lowest Cost}}{\text{Cost being evaluated}} \times \text{Maximum Points Available} = \text{Score}$$

The points for each criteria component will be multiplied by the percentage weight listed above and totaled.

Section 13: Standard of Award

Per N.C. Gen. Stat. §143- 129.8 and 2 CFR 200.320(b)2 the method of award will be based on the most advantageous proposal as defined by the County considering price, technical merit, past performance, and the ability of the vendor to complete the requirements contained herein in the desired timeframe. Proposals will be reviewed after opening and will be ranked in order of choice based on selection criteria. The County shall not be bound or in any way obligated until both parties have executed a contract. The County reserves the right to delay the award of a contract or to not award a contract.

All responses will be considered to the greatest extent possible. However, failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, will disqualify the proposal. All submittals must be valid for 120 days from the response deadline. Submissions received after the response deadline will be rejected without exception.

The County reserves the right to reject any or all proposals, waive technicalities and to be the sole judge of suitability of the goods and services for its intended use as allowed by law and further specifically reserves the right to make the award in the best interest of the County.

Section 14: Minority and Disadvantaged Business

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 as well as 2 CFR 200.321 of the Uniform Administrative Requirements, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County’s contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

Section 15: Contracting

After the firm is selected, the negotiated contract shall incorporate and be in compliance with all provisions within Section 16: Terms & Conditions as well as Attachment I: Coronavirus State and Local Recovery Funds Addendum.

In addition, the negotiated contract, and all contracts drafted by the successful firm for construction and other services to be provided on this project, shall incorporate, and comply with all Federal

Uniform Guidance policies and procedures currently or in the future adopted by the Henderson County Board of Commissioners. “Federal Awards Allowable Costs/Cost Principles” as it relates to the American Rescue Plan Expenditures, https://www.hendersoncountync.gov/sites/default/files/fileattachments/board_of_commissioners/meeting/132661/d.b.pdf must be followed as approved or amended by the Henderson County Board of Commissioners, https://www.hendersoncountync.gov/sites/default/files/fileattachments/board_of_commissioners/meeting/132671/ca.a.pdf, ...and such other and further policies, procedures, and contract addenda that the County may adopt regarding to expenditures of Fiscal Recovery Funds (State or Local) under the American Rescue Plan Act, Pub. L. No 117-2.

Notification of compliance with these contract provisions shall be submitted to the Henderson County Finance Department quarterly from the date of execution of the contract.

Section 16: Terms and Conditions

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_and_conditions_02.23.2022.pdf

These Terms and Conditions, which refer to a “purchase order”, shall be deemed to be included in any contract entered into as a result of this Request for Qualifications (“RFQ”).

Any attempt by a proposed contracting party (the “Bidder”) under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

Section 17: Funding Source

This request for qualifications is funded in its entirety with **Federal Funds** from the American Rescue Plan. 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit is applicable.

Section 18: Minimum Insurance Requirements

Bidder shall provide an Insurance Certificate naming Henderson County as additionally insured with the minimum provisions listed below:

1. Workers Compensation - Requirements of the State of North Carolina
2. Comprehensive General Liability (including Premises Operations; Independent Contractors’ Protective; Products and Completed Operations; Broad Form Property Damage):
 - a. Bodily Injury/Property Damage: \$2,000,000.00 each occurrence; \$2,000,000.00 annual aggregate
 - b. Property Damage Liability Insurance; Provide X, C, or U coverage as applicable
3. Comprehensive Automobile Liability
 - a. Bodily Injury/Property Damage: \$1,000,000.00 each person; \$1,000,000.00 each

- occurrence
- b. Umbrella Excess Liability including blasting coverage: \$5,000,000.00 over primary insurance; \$10,000 retention

Section 19: Attachments

Attachment I: Coronavirus State and Local Recovery Funds Addendum

Attachment II: Vendor Information Form

Attachment III: Plans for Historic Courthouse and King Street