



REQUEST FOR QUOTE

AUDIOVISUAL TECHNOLOGY BROADCASTING EQUIPMENT FOR THE CITY OF COMMERCE

Release Date: May 16, 2018

Submission Deadline: May 29, 2018

Available online at <https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

1.0 INTRODUCTION

The CITY OF Commerce (hereinafter “the City”) hereby requests quotes for AUDIOVISUAL TECHNOLOGY and Broadcast equipment to be installed in the City Council Chamber (hereinafter “Chamber”) at 2535 Commerce Way, Commerce CA 90040 and cable studio (hereinafter “the Project”). The City is seeking a highly qualified contractor to provide and install audiovisual systems for the Chamber and cable studio. The Project includes all equipment and materials, whether specifically mentioned herein or not, to ensure a complete and operating system that provides within the identified locations high quality audio and video, and a high quality broadcast signal that will be available on cable access channels and streaming on the internet.

This Request for Proposals (hereinafter “RFQ”) describes the general rules for preparing and submitting quotes.

1.1. Purpose

The purpose of this RFQ is to provide minimum requirements, solicit quotes and gain adequate information from which the City may evaluate the Contractor’s products and services as they compare to other equipment providers and as they pertain to the needs of the City’s organization as defined in this document.

1.2. Contract Duration and Project Timeframe

The contract will be executed within 15 days following approval to proceed by the City Council. The Project will commence within 15 days following contract execution and will be completed by July 1, 2018.

1.3. Projected Installation Date

The selected Contractor will develop a project plan and timeline with the City upon award. The selected Contractor will make best efforts to meet the installation deadline.

1.4. RFP Project Coordinator

The following Project Coordinator shall be the primary contact:

Darryl Leyden

Address: 2535 Commerce Way, Commerce, CA 90040

Phone: (323) 722-4805

For this RFP and all questions regarding this RFQ should be directed through the Planetbids website. Go to the Q&A section of the Bid: <https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

RFP Calendar of Events

Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 6:00 p.m., Pacific Standard Time. The City reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the RFQ

Calendar of Events shall be provided to all Bidders in the form of an addendum.

RFQ Released	5/16/2018
Question Submission Deadline	05/24/2018
Quotes Due Date (no later than 5:00 pm)	05/29/2018
Quote Evaluation Completion	05/30/2018
Recommendation to City Council	06/05/2018

2.0 RULES GOVERNING QUOTES

2.1. Address and Deliver Quotes to:

City of Commerce, City Clerk's Office
2535 Commerce Way
Commerce, CA 90040

2.2. Quote Deadline

Quotes shall be submitted no later than the Quote Deadline time and date detailed in the RFQ Calendar of Events. Bidders shall respond to the written RFQ or amendments. A Bidder's failure to submit a quoted before the deadline as required shall cause that bid to be disqualified. Bidders assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service.

Postmarking by the due date shall not substitute for actual bid receipt by the City. Late bids shall not be accepted nor shall additional time be granted to any Bidder. Quotes could be submitted by electronic means.

2.3. Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the City's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the City or in the employment practices of the City's Bidders. Accordingly, all Bidders entering into contracts with the City shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

2.4. Electronic Form

An electronic form of this RFQ may be obtained from the City's Planetbids web site:
<https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

General Quote Parameters

2.5.1. Contingencies

Before submitting their quote, Bidders should make a careful examination of the scope of work and of the difficulties involved in its proper execution. Bidders should include in their quote all costs they deem proper and sufficient to cover all contingencies essential to the installation of the proposed system, notwithstanding that every item or contingency is not specifically mentioned herein.

2.5.2. Insurance

The selected Bidder will be required to provide proof of adequate public liability insurance coverage before entering into a contract. Failure to provide evidence of such insurance coverage is a material breach and grounds for termination of the contract negotiations. Any insurance required by the City shall be in form and substance acceptable to the City. The selected Bidder will hold the City harmless against all claims arising out of the system installation.

2.5.5. RFP Amendment and Cancellation

The City reserves the unilateral right to amend this RFQ in writing at any time. The City also reserves the right to cancel or reissue the RFQ at its sole discretion. Bidders shall respond to the final written RFQ and any exhibits, attachments and amendments.

2.5.6. Right of Rejection

Any quote received which does not meet the requirements of this RFQ may be considered to be nonresponsive and the bid may be rejected. Bidders must comply with all of the terms of this RFQ and all applicable State and County laws and regulations. The City may reject any bid that does not comply with all of the terms, conditions and performance requirements of this RFQ.

The City reserves the right, at its sole discretion, to waive variances in technical bids provided such action is in the best interest of the City. Where the City waives minor variances in bids, such waiver does not modify the RFQ requirements or excuse the Bidder from full compliance with the RFQ. Notwithstanding any minor variance, the City may hold any Bidder to strict compliance with the RFQ.

2.5.7. Severability

If any provision of this RFQ is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and, the rights and obligations of the City and Bidders shall be construed and enforced as if the RFQ did not contain the particular provision held to be invalid.

2.5.8. Permits and Codes

The selected Contractor will comply with all laws, codes, rules and regulations of the State, County and City applicable to the work to be performed at the City's location. The selected Bidder is responsible for obtaining all necessary building permits (cost for permits to be paid by the City).

2.5.9. Shipments

All shipments and deliveries should be made to a City designated specific site for product staging and asset tagging. The City will provide Bidder a safe and secure location to store equipment, provided that Bidder has made arrangements to properly deliver, unload and store such deliveries to the City according to the City's requirements.

2.5.10. Warranty and Maintenance

A complete Warranty and Maintenance Agreement is required of this RFQ.

2.5.11. Pricing

The price quoted will include a turn-key solution including hardware, software (including password code for full maintenance access) , installation, schematics (hard & soft copies), one (1) year maintenance support, tax and acceptance testing of the Project. Bidder must itemize all charges for individually identifiable components of the Project, including warranty. Professional Services, freight, taxes and training charges may be listed out separately as individual line items.

2.5.12. Itemized List of Equipment

Bidders must include an itemized list of all hardware, software, installation, training and professional services required for Bidder's proposed solution.

2.5.13. Turn-Key Installation

The price of the proposed solution must include all materials and professional services necessary to accomplish a turn-key installation.

2.5.14. Late Proposals

Proposals or unsolicited amendments to proposals arriving after the bid due date will be rejected as not meeting the mandatory requirements of this RFQ.

2.5.16. Bid Amendment

The City shall not accept any amendments, revisions, or alterations to quotes after the deadline for bid submittal unless such is formally requested, in writing, by the City.

2.5.17. Quote Errors

Bidders are liable for all errors or omissions contained in their quotes. Bidders shall not be allowed to alter quote documents after the deadline for submitting a quote.

2.5.18. Incorrect Quote Information

If the City determines that a Bidder has provided incorrect information which the Bidder knew or should have known was materially incorrect, that quote shall be determined non-responsive and the quote shall be rejected.

2.5.19. Review Rights

Quotes submitted may be reviewed and evaluated by any person(s) considered necessary to the decision-making process at the discretion of the City.

2.5.20. Quote Preparation Costs

The City shall not pay any costs associated with the preparation, submittal, or presentation of any quote.

2.5.22. Bid of Additional Services

If a Bidder proposes an offer of services in addition to those required by and described in this RFQ, these additional services may be added to the contract before contract signing at the sole discretion of the City.

3.0 Statement of Compliance

By submission of a response to this RFP, Bidder acknowledges full compliance with required specifications and all terms and conditions as detailed in the RFP.

3.1. Quote Key Evaluation Criteria

All responses will be evaluated against the following criteria:

3.2. Responsiveness

A complete and concise response to the RFQ.

3.3. Least Cost/Best Value

The proposal with the lowest price will not necessarily be selected; however, price is a component of the evaluation. The City will select the proposal that is most advantageous to the City and will award the Project to the most responsible bidder.

3.4. Contract Approval

The RFP and the Bidder selection processes do not obligate the City and do not create rights, interests, or claims of entitlement in the apparent best-evaluated Bidder. Contract award and City obligations pursuant thereto shall commence only after the contract is signed by the successful Bidder and the head of the procuring City agency and after the contract is signed by all other City officials as required by City ordinances and regulations to establish a legally binding contract.

4.0 PROJECT DESCRIPTION

4.1. General Overview

The City is seeking a highly qualified contractor to provide and install turn- key Audiovisual Technology Enhancement for the Chamber at 2535 Commerce Way, Commerce CA 90040, to include equipment and materials, whether specifically mentioned herein or not, to ensure complete and operational systems. The systems include but are not limited to: video capture and transmission systems; audio capture and transmissions systems; audio/video switching and distribution.

A cable room will be outfitted to control and monitor the cameras, recording devices, in house presentations (i.e. power point, etc.), and verify the integrity of the video and audio systems. The video and audio signals will be broadcast live to Spectrum for viewing on Government access channels. The City currently uses Tightrope media system-Cablecast/Carousel to broadcast public information bulletins and shows, and Granicus for live Council meetings via the web. The video and audio signals will also be sent live to Granicus for internet viewing and capture. Prior Granicus integration experience is highly desirable.

This Project is structured into core enhancements and optional enhancements. Each optional item will have the text “(OPTIONAL)”, minus quotes, following the text description of the item. Depending on

funding, optional enhancements may become part of the core component of this RFQ or will be postponed until funding becomes available.

The goals established for this Project include:

- Create a high quality, high definition, state-of-the-art audiovisual system to facilitate and document the Chamber meetings including presentations – the recording of which will be broadcast over cable and the web. The video and audio available on the Internet will be simulcast and available for later distribution.

4.2. Cameras and Video Switcher

4.2.1. New (4) HD PTZ cameras will be installed in the Chamber. The cameras should be ceiling/wall mounted and have the ability to pan, zoom, tilt, and paint/shade (manual white/black balance, gamma, etc.) remotely.

[4K cameras (OPTIONAL)]

4.2.2. The video switcher, located in the cable studio room, will display the view from each camera. It will also display program feed output on the monitors and screens in the Chamber. Additionally, controls for camera adjustments, video source inputs, along with other functions should be accessible.

4.2.3. The video switcher may also control the position(s) of the cameras with a joystick/digital interface, in addition to the primary camera controller.

Warranty

The selected Bidder shall guarantee the entire system and all work, and craftsmanship for a minimum of one year from the date of City's acceptance. Component warranties shall be honored for the term established by the manufacturer, but not less than one year from the date of installation. Selected Bidder-modified equipment normally voids manufacturer's warranties – as such, the selected Bidder shall give the City a warranty equivalent to that of the original equipment, but not less than one year from the date of installation. For the first year of the installed system, the selected Bidder will include in the warranty quarterly site visits to check and adjust equipment to restore systems to original performance standards. The selected Bidder shall also propose an annual maintenance component for ongoing maintenance upon warranty expiration.

5.0 INSURANCE REQUIREMENTS

Please indicate as part of your proposal (1) whether you would be willing and able to comply with the following insurance requirements, (2) whether you currently have such insurance in place and (3) how much it would cost to obtain such insurance. Depending on the responses, the City of Commerce reserves the right to require such insurance or waive any or all of these insurance requirements.

As a condition precedent to the effectiveness of this contract, Consultant shall procure and maintain in full force and effect during the term of this contract the types and levels of insurance described below.

- The required insurance and the documents provided as evidence thereof shall be in the name of Consultant as indicated on this contract.
- If policies are written with aggregate limits, the aggregate limit shall be at least twice the occurrence limits or as specified below.

Commercial General Liability:

- Commercial General Liability insurance shall be provided or the equivalent, including provisions for defense of additional insured and defense costs in addition to limits.
- Policy limits shall be no less than one million dollars (\$1,000,000) per occurrence for all coverage provided and two million dollars (\$2,000,000) general aggregate.
- The policy shall not limit coverage for the additional insured to “ongoing operations” or in any way exclude coverage for completed operations.
- Coverage shall be included on behalf of the insured for claims arising out of the actions of independent contractors.
- The policy shall contain no provisions or endorsements limiting coverage for contractual liability or third party over action claims.
- Defense costs shall be excess of limits.
- The policy must include work performed “by or on behalf” of the Consultant.
- Additional Insured: The City of Commerce shall be added as additional insured with regard to liability and defense of suits or claims arising from the operations and activities performed by or on behalf of the Named Insured.

Evidence of Insurance:

The Consultant, concurrently with the execution of this contract, and as a condition precedent to the effectiveness of this contract, shall deliver either:

- Endorsements on forms approved by the City of Commerce acting by and (“Evidence of Insurance”)

Please note that failure, for whatever reason, to provide the required documentation of insurance coverage within 2 weeks of selection could disqualify your firm from contract consideration.

Failure to Maintain Coverage:

Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been approved by the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this contract.

6.0 QUESTIONS

For questions concerning the anticipated work, or scope of the project, please contact Purchasing Division via PlanetBids no later than Thursday, May 24, 2018 at 5pm Pacific Time. All questions should be directed through the Planetbids website. Go to the Q&A section of the Bid:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

For general questions concerning the submittal process, contact purchasing at 323-722-4805. This Request for Proposal (RFP) is published on PlanetBids. Interested vendors shall register on PlanetBids, City of Commerce Vendor Portal, which can be accessed by the following link:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

All addendums will be published on the City of Commerce Planetbids website.

7.0 SUBMISSION

Please submit your proposal no later than 5:00 p.m. on May 29, 2018. Proposals should be no more than 30 pages. Please submit proposals to the following address to:

Mail or Hand Deliver To:

City of Commerce, City Clerk's Office
2535 Commerce Way
Commerce, CA 90040