

AUDIO VISUAL SYSTEM BIDS

The City of Millersville is accepting bids to install an Audio Visual System in the New City Hall building. Sealed bids must be received at 1246 Louisville Highway, Millersville, TN by 2:00 P.M. Tuesday, December 8, 2020. Bid spec is available on line at cityofmillersville.com.

CITY OF MILLERSVILLE, TENNESSEE

Request for Bids for the Purchase and Installation of an Audio Visual for City Hall Building

November 2020

Bid Closing Date: December 8th, 2020 at 2:00 P.M. Central Standard Time

Mail or deliver proposals to the City of Millersville, 1246 Louisville Hwy, Millersville, TN 37072. Bids should be sealed and marked "Audio Visual System". Bid must be received by 2:00 P.M. on Wednesday, December 8th, 2020. Postmarks will not be considered. If you have any questions concerning the bid, call 615-859-0880 and speak with Mr. J. Steven Collie, City Manager, citymanager@cityofmillersville.com.

I. Project

The City of Millersville (the City) is accepting proposals and bids from qualified firms for the purchase, location and installation of an Audio Visual System for the city hall building for the city of Millersville. It is the responsibility of all bidders to inspect the current facility and clarify all details relating to this project with the City Manager.

II. Scope of Services

The firm chosen shall provide labor, materials, equipment, tools, supervision and travel necessary to complete the project. Unless otherwise stated in this bid packet, the bid price shall include all elements necessary to complete the project.

The successful bidder will coordinate the installation of the Audio Visual System with the City Manager. Depending upon installation time requirements and other variables, changes and other equipment may have to be substituted. Bidders must be prepared to provide this service and the cost is to be listed on the bid sheet.

III. Bid Content

Bids which do not include the items listed in this section will be considered incomplete and may be deemed non-responsive by the City.

- A. Completed and signed bid sheet. (Attached) Note: The bidder may submit an itemized quotation with the bid sheet. However, the bid sheet must be completed and signed by an authorized representative of the bidding company.
- B. Signed acknowledgement of the General Conditions.
- C. Any support information requested within the Bid Sheet or Specifications.

CITY OF MILLERSVILLE BID - GENERAL CONDITIONS

1. **BID FORM:** Bids must be submitted using this bid form only and bear the handwritten signature of an authorized representative of the firm to be considered valid. Unless otherwise stated by the City, no bidder may withdraw his bid within a period of thirty (30) days after the date set for the opening of bids.
2. **BID RETURN ENVELOPE:** All bids should be sealed and mailed or delivered to Millersville City Hall. Mark on the outside of the envelope "**Audio Visual System Bid**". Facsimile or other electronic submission should include a cover sheet that clearly identifies the materials as an Audio Visual System bid submission.
3. **INSURANCE:** Bidder shall attach a certificate of insurance, which indicates that a minimum of \$1,000,000.00 liability insurance applies to the equipment and/or service offered in the bid proposal.
4. Prices shall be quoted FOB Millersville, TN. Delivery to City of Millersville location shall be without additional charge unless otherwise requested by the City of Millersville.
5. Failure to examine any drawings, specifications, and instructions will be at bidder's risk. If bidder is in doubt as to the true meaning of any part of the drawings, specifications, and other documents or instructions, the bidder should submit a written request for an interpretation to the Director of Finance. An interpretation of the document will be made only by addendum issued by the Director of Finance to each firm to whom an invitation was forwarded. The City will not be responsible for exceptions or interpretations of bid documents except as issued in accordance herewith.
6. Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equivalent, shall be furnished. If no mention is made of any exceptions, it is assumed that he is bidding on the article mentioned and not an approved equivalent. If a brand name is listed in the bid package and a vendor intends to bid another name it is the responsibility of the bidder to notify the Director of Finance of his intent to do so by seven (7) days prior to bid opening. This is to allow time to evaluate equipment or product. Failure to do so may disqualify you as a bidder. An approved equivalent is defined as a bid item that meets or exceeds every specification provided in the bid specifications and is approved by the City of Millersville. However, the City of Millersville reserves the right to choose a specific name brand if standardizing to accommodate parts supply, knowledge of maintenance, and to prevent the need to purchase specialty tools.
7. The bidder is requested to attach brochure-type information and written specifications on the supplies furnished. All guarantees and warranties should be clearly stated.
8. Prices quoted for all machinery, equipment, and vehicles shall include complete parts manual(s), maintenance manual(s), service manual(s), and operator's manual(s) without additional charge and are to be delivered with the unit.

9. Bids and modifications or corrections thereof received after the closing time specified will not be considered. The City is not responsible for delays in delivery.
10. Any exceptions to these terms or conditions or deviations from written specifications will be shown in writing and attached to the bid form.
11. Any alteration, erasure, additions to or omission of requested information, change of the specifications or bidding schedule, is made at the risk of the bidder and shall result in the rejection of the bid unless such changes are authorized by the specifications.
12. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of the invoice or the date of receipt of all material covered by the order/contract, whichever is the later date.
13. Charges for boxing or cartage will not be allowed unless previously agreed upon.
14. Default in promised delivery and failure to comply with specifications authorizes the City to purchase supplies elsewhere and charge the difference to defaulting Vendor.
15. Bidder shall guarantee delivery and be responsible for any costs incurred by the City resulting from a default in the guaranteed delivery. Such costs include, but are not limited to, rental of equipment, labor costs above those projected when using the delayed product, and third party contacts required for completion of work scheduled to be performed by the delayed product.
16. Bidder agrees to defend and save the City of Millersville from and against all demands, claims, suits, costs, expenses, damages, and judgments based upon infringement of any patents relating to goods specified in this order or the ordinary use or operation of such goods by the City or use or operation of such goods in accordance with bidder's direction.
17. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.
18. By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended and all regulations promulgated thereunder, as the City of Millersville does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 USC 2000d).
19. Contracts and purchases will be made or entered into with the best, responsible, compliant bidder meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Millersville. Responsible bidder is defined as a bidder whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.

- 20. The City reserves the right to determine the best bidder either on the basis of the individual items or on the basis of all items included in its INVITATION TO BID, unless otherwise expressly provided in the INVITATION TO BID. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its INVITATION TO BID.
- 21. The City reserves the right to determine the best bid by considering durability, maintenance cost over the life of the product and other factors. This may be done by means of past experience or research. Initial cost may not be the sole basis for determining the best bid.
- 22. The City may request clarification on any aspect of a bid, provided such option of clarification is offered to all vendors submitting a valid bid and requiring such clarification.
- 23. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee.

Bidder's company name, signature, and date indicate that these terms and conditions have been read, understood, and accepted.

DATE: _____

COMPANY NAME _____

COMPANY REPRESENTATIVE:

(Printed Name)

(Signature)

TELEPHONE _____ FAX _____

EMAIL _____

THIS DOCUMENT MUST BE SIGNED AND RETURNED WITH THE BID

Attachment I

Audio Visual (AV) System Bid Spec

Meeting Hall

Av Vendor to supply AV rack, power management, cabling, including interconnect cabling, etc.
Network supplied by customer

-Video Requirements-

AV Vendor to supply display mounts. Power for displays supplied by others.
One Large format display >80"

Two desk top monitors for confidence monitoring

One 4x4 AV over IP video matrix (Desktop Monitors will always mirror each other)

-Conference/Streaming -

Auto tracking camera installed at back of room to capture presenters

Static audience facing camera

Capture device capable of simultaneous recording and streaming with ability to archive to USB or FTP server. Must be tied into computer for occasional web conferencing calls such as ZOOM or TEAMS.

Customer to supply computer (Vendors allowed to present option to include computer in bid)

-Audio Requirements-

Eight in ceiling speakers with amplification and DSP. DSP to be capable of AEC

Five Gooseneck mics with mute buttons

One wireless handheld

One wireless Lavalier

One Mic stand

Audio components will be tied into computer for video conference uses.

-User device inputs-

Wireless connection to displays

HDMI and USB connection at main desk top side

HDMI connection on the front of the main desk for option to present from in front of desk.

-Control -

Program to control display power, mic volume, source volume and selection, meeting recording functions, and overall sound in room. For video conference scenarios, customer will use a wireless keyboard and mouse to control the computer located in the AV Rack

Conference 102A

One 75" TV and Mount

Conference that supports BYOD

HDMI/USB/wireless connection at table to TV and conferencing devices

Conference 119

One 65" TV and Mount

Conference that supports BYOD

HDMI/USB/wireless connection at table to TV and conferencing devices

Conference 200A

One 55" TV and Mount

Conference that supports BYOD

HDMI/USB/wireless connection at table to TV and conferencing devices