



INVITATION TO QUOTE  
 City of North Miami  
 Purchasing Department  
 776 NE 125th Street  
 North Miami, Florida 33161

**THIS IS NOT  
 AN ORDER**

TITLE: Audio Equipment for Council Chamber Mandatory Site Inspection  
 QUOTATION NO.: 21-12-13 ITQ Tuesday, April 10:00  
9th, 2013 at AM

EMAIL/FAX QUOTATIONS DUE DATE: April 23<sup>th</sup>, 2013 TIME: 3:00 PM

CONTACT PERSON: Patrick Dulcio PHONE: (305) 895-9886

E-MAIL: pdulcio@northmiamifl.gov FAX: (305) 891-1015

NOTES:

1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified
2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award.

ITEM	QUANTITY	UNIT	DESCRIPTION	TOTAL PRICE
Phase One (1) Audio Upgrade				
1.)	1	Lot	A. Council Chambers	
2.)	1	Lot	B. Chambers Lobby Area	
Phase Two (2) Visual Upgrade				
3.)	1	Lot	C. Council Chambers	
<b>TOTAL:</b>				

*Method of Award: Award will be made to the bidder whose proposal is in the best interest of the City.*

Local preference will be applied as applicable (*see below*)

Addenda Received:  Yes  No If yes, please indicate the number of addenda received: \_\_\_\_\_

It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a period of sixty (60) days from date quotation is due.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Firm Name: \_\_\_\_\_ F.E.I. ID No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

- LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a “local business” is a business that has a valid local business tax receipt, issued by the City of North Miami at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased **AND;** a business that has a physical business address located within the limits of the City of North Miami from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.

**OR**

- WORKFORCE LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms with a least ten percent (10%) of its total workforce residing within the geographical boundaries of the City. Place a check mark here [ ] only if affirming bidder meets requirements for workforce Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Workforce Local Preference.**

**OR**

- SUBCONTRACTOR LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms that subcontract at least ten percent (10%) of the contractual amount of a City project to subcontractor who are physically located within the City of North Miami. **(Must complete forms A-3a Statement of Intent & A-3b Participation Schedule.)** Place a check mark here [ ] only if affirming bidder meets requirements for Subcontractor Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Subcontractor Local Preference.**

All referenced forms can be found on the City’s website at  
<http://northmiamifl.gov/departments/purchasing/forms.aspx>

## **SPECIAL CONDITIONS**

### **SCOPE OF WORK**

The City of North Miami herein referred to as the “City” is seeking bids from qualified professionals interested in providing state of the art upgrades in terms of hardware and software components to the audio and visual system in the City Hall Council Chambers and Chambers Lobby Area. The City currently has an approximate budget of \$20,000.00 for this project. The bidder must prove that they have a minimum of three (3) years experience installing and maintaining television production and broadcast systems of the same scope and/or size of this project, including reference contact information.

The scope of work will include all audio and video elements, lighting, sound reinforcement, digital playback equipment, live production equipment, and integration with existing presentation equipment. The bidder will also be responsible for providing (via sub-contractor or other means) upgrades as needed to electrical and network infrastructure. The selected bidder will be able to provide labor, equipment, design engineering, materials and services necessary to furnish and install all new systems detailed in their bid. The bidder must also provide schematic and as-built drawings as well as manufacturer equipment operation and maintenance manuals. Bidder must also provide complete comprehensive acceptance testing of the completed system.

### **PRICE SHEET**

Bidders shall provide a separate pricing sheet encompassing all equipment, services and specs proposed to meet the requirements of this Invitation to Quote (ITQ). Pricing shall be itemized by equipment components and labor charges for engineering, integration, testing, installation and training. Bidder may subcontract with technical specialists (for example: sound designer or electrician) and should include qualifications of subcontractors as part of the bid response.

### **PROJECT TIMELINE**

The bid response shall include a timeline defining key milestones, resources, and time requirements. The actual project timeline will be developed by the City of North Miami Information Technology (IT) Department, and may occur in a phased implementation. The bidder shall be expected to adhere to the proposed timeline tendered by the City’s IT department. The City will rely upon the bid response timeline in developing the actual project timeline.

### **MANDATORY PRE-BID CONFERENCE**

A mandatory walkthrough is scheduled for **Tuesday, April 9<sup>th</sup>, 2013 by 10:00 AM** at the North Miami City Hall, Council Chambers located at 776 NE 125<sup>th</sup> Street, 2<sup>nd</sup> Floor. All interested vendors must attend this walk thru to submit a bid for this project.

### **INQUIRES**

The cut off for question on this project is **Tuesday, April 16<sup>th</sup>, by 12 noon**. All questions must be submitted in writing to Patrick Dulcio Purchasing Agent via email to [pdulcio@northmiamifl.gov](mailto:pdulcio@northmiamifl.gov) or faxed to 305.891.1015. If sending a fax be sure to attach a cover letter including the bid title, number and closing date attention the listed Purchasing Agent.

### **WARRANTY**

A minimum three (3) year warranty of all equipment must be provided and described by the successful bidder. Bidders must describe their availability and charges for servicing of equipment after installation (an extended service proposal).

## AREAS

### City Hall Council Chambers

The Council Chambers is approximately 78'x24' with 10 feet ceiling. It includes approximately 100 chairs and holds an utmost capacity of 150. This room has six (6) mounted LCD Televisions, 10 ceiling speakers, built in sound system (wired and wireless mics, CDs, cassettes).



### Chambers Lobby Area

This lobby area is approximately 48'x24' with 10 feet ceiling. This area has one (1) mounted LCD Televisions and three (3) ceiling speaker.

## AUDIO SYSTEM

The current sound system cannot adequately accommodate panel discussions, it supports too few microphones and they are not sensitive enough to pick up the speaker's voice clearly. The City is looking for more microphone inputs and more sensitive microphones.

The current ceiling mounted speakers do not project sound well and do not provide sufficient sound coverage for Council Chamber given the size and spacing of the rooms. Alternative mounting options for more speakers, properly spaced, are warranted.

Currently, the audio and visual system can only support independent mode operation for one main area (Council Chamber), with the remaining mode being a combined option for the Council

Chamber and Chamber Lobby Area. An upgraded audio and visual system should accommodate independent operation for each area as well as combined operation.

## **VISIONAL SYSTEM**

The City desires to acquire a video system that will allow video and audio of HD quality live streaming of public meetings via third party links to the City's website and to the Comcast cable TV station. It would facilitate the conducting of meetings and other functions within the chamber. The current video system is poorly positioned in the room, supporting only a limited seating arrangement and limited viewing angles.

A video system with picture-in-picture capability that would allow a small picture of the speaker's face, within a larger picture of the Councils is needed. The goal is a layout that will enable everyone in the chamber to see and hear the speakers at the podium, as well as their presentation materials. It would also allow everyone to see and hear all proceedings.

## **SPECIFICATIONS**

Bids must include a separate itemized sheet with specific manufacturer names, models, specifications and unit prices for each of Bidder recommended equipment. Existing equipment may be re-used or incorporated into the Bidders plans but be specifically noted into the bid that existing equipment will be used. Bids must be broken out into audio upgrade A Council Chambers, audio upgrade B Chambers Lobby Area and video upgrade C Council Chambers. In addition, the bids should be broken out into two (2) phases. Phase one (1) audio upgrade for both A. Council Chambers and B Chambers Lobby Area, phase two (2) video upgrade C. Council Chambers.

Bids should also include specific quotes for installation and labor for all equipment, miscellaneous items such as connectors as a lump sum bid and for training of City staff in use of the equipment. Control systems break down into component parts, and an explanation of how the proposed system will incorporate both simultaneous as well as independent operation between the two areas. A proposed timetable for installation must be included.

## **SELECTION CRITERIA**

The highest ranking proposer will be determined by using a combination of proposer's total scores for technical response, qualifications, cost proposal, and references. Selection will not be based solely on lowest price. The City will put each proposal through a process of evaluation to determine the proposer's responsiveness to City's needs. Factors to be considered but not limited to include:

<b>Criteria</b>	<b>Maximum Points</b>
Methodology & Approach	15
Experience in Providing Similar Projects	10
Proposed Cost	15
References	10
<b>Evolution Score:</b>	<b>50</b>

**Methodology and Approach Requirements;** Proposer's ability to innovatively solve the particular challenges of the City, its programming and the space (i.e. the need for all spaces to be multi-use; the

desire to control equipment from various locations within the room; requiring that equipment be simple to use; the challenge of communicating between the council chambers and the chambers lobby area; the need to distribute programs with limited existing bandwidth); whether the proposal presents a detailed and comprehensive audio and visual system.

**Experience in Providing Similar Projects;** Proposer shall include a letter of introduction that provides the name, address, telephone number, email address and signature of the contact person responsible for providing clarification and who would be responsible for signing a contract. Describe up to three (3) similar projects and experience related to the work and success in providing services on projects of a similar magnitude. Describe any unique qualifications your firm possesses to perform this work.

**Proposed Cost;** Please provide a comprehensive pricing and/or rate sheet for all potential services you might provide under this ITQ, including any possible additional charges (please consider everything you may wish in invoice the City for). Should you be selected as a service provider under this ITQ, hourly fees quoted for time and service will be considered firm throughout this agreement.

The proposed costs shall be itemized, subtotaled and furnished separately as follows:

- Itemized non-taxable labor costs
- Itemized non-taxable equipment costs
  - Contractor shall include detailed lists of all equipment to be supplied. Each piece of equipment shall be individually priced. Equipment costs shall reflect all required modifications and accessories. Contractor who fails to provide line-item pricing shall be rejected.
- Itemized non-taxable warranty costs
- Itemized non-taxable service contract costs

**References;** Please provide three (3) references of customers for whom the proposer has done similar work. References should include contact, company name, address and telephone number. The City has a form (form A-14 Reference) that maybe which can be found on the City's website at: <http://northmiamifl.gov/departments/purchasing/forms.aspx>

Proposals will be reviewed and a group of finalists may be selected for additional review if deemed necessary. Additional review may include a product demonstration, one or more panel interviews, and/or site visit. The City may require the presence of a proposer's representative for answering specific questions, orally and/or in writing.

#### **SUBMISSION REQUIREMENTS**

Proposer shall include completed and signed mandatory ITQ submission forms which are the first two sheet of this proposal. Failure to include any of the mandatory forms may result in the proposal being declared non-responsive and not considered for award.

#### **RESERVATION OF RIGHTS**

The City reserves the right to reject any and all bids, waive irregularities and informalities therein, and further reserves the right to award the contract in the best interests of the City. The City specifically reserves the right to select the bid which will provide the highest quality equipment and performance package at a reasonable cost to the city. The City hereby notifies bidders that certain equipment may be deleted from the contract if it exceeds the City's budget expectations and that the lowest total bid may not be the successful bid if quality, functionality, warranties, service availability and cost, or other aspects of the bid do not best meet the City's needs.