Dexter District Library

REQUEST FOR PROPOSAL (RFP)
Issued 4/18/2023

PROJECT TITLE:  Lower Level Audiovisual Wiring and Equipment Modernization Project

PROPOSAL DUE DATE:  Wednesday, May 17, 2023 by 4:00PM, Eastern Daylight Time, Dexter, MI, USA.

Proposals may be hand delivered, e-mailed or submitted through postal mail. Faxed proposals will not be accepted.

PROPOSER ELIGIBILITY:  This procurement is open to those Proposers that satisfy the minimum qualifications stated herein and that are available for work in the State of Michigan.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1.  Introduction
2.  General Information for Proposers
3.  Description of the Current System / Upgrades
4.  Proposal Contents
5.  Cost Proposals
6.  Evaluation and Contract Award
1. INTRODUCTION

1.1. PURPOSE AND BACKGROUND
Dexter District Library is seeking to engage a vendor to modernize the audiovisual systems and wiring found in our lower level meeting room located on-site at 3255 Alpine Street, Dexter MI 48130. All of the wiring and audiovisual equipment in the room is original with the construction of the building, circa 2008.

This RFP is issued by the Dexter District Library for the purpose of obtaining information and pricing regarding our audiovisual modernization project. It is the intent of Dexter District Library to review and assess the RFP responses to determine if the response from solicited suppliers can meet the needs of the Dexter District Library.

Dexter District Library intends to award one contract to provide the services described in this RFP.

1.2. OBJECTIVES AND SCOPE OF WORK
Dexter District Library intends to contract for the services described in this proposal, from a company capable of completing the project.

The work shall be performed at the following locations:

Dexter District Library 3255 Alpine Street, Dexter, MI 48130

1.3. MINIMUM QUALIFICATIONS
Minimum qualifications include:
Licensed to do business in the State of Michigan
Company must provide proof of bonding, liability, and worker’s compensation insurance
Provide examples and references of previous work

1.4. PERIOD OF PERFORMANCE
This is a contract-based project. Final payment will be provided when all work is completed. There will be a 10% retainage to cover punch list items. Proposer will continue to be responsible for warranty items for the duration of any warranty and assist the Library with any defective items.

2. GENERAL INFORMATION FOR PROPOSERS

2.1. RFP COORDINATOR
The Library Director is the sole point of contact at the Dexter District Library for this procurement. All communication between the Proposer and the Library upon release of this RFP shall be as follows:

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Paul McCann</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:pmccann@dexter.lib.mi.us">pmccann@dexter.lib.mi.us</a></td>
</tr>
<tr>
<td>Physical/Mailing Address</td>
<td>3255 Alpine Street</td>
</tr>
<tr>
<td></td>
<td>Dexter, MI 48130-1015</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(734) 426-4477</td>
</tr>
</tbody>
</table>

Any other communication will be considered unofficial and non-binding on the Dexter District Library. Proposers are to rely on written statements issued by the Library Director. Communication directed to parties other than the Library Director may result in disqualification of the Proposer.
2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Proposals</td>
<td>4/18/23</td>
</tr>
<tr>
<td>Intent to bid due</td>
<td>5/1/23</td>
</tr>
<tr>
<td>Walk through of project – held at Library, 3255 Alpine Street</td>
<td>5/10/23  1:00-3:00 PM</td>
</tr>
<tr>
<td>Issue addendum to RFP/ questions and answers (if necessary)</td>
<td>5/12/23</td>
</tr>
<tr>
<td>Proposals due</td>
<td>5/17/23 by 4:00 PM</td>
</tr>
<tr>
<td>Evaluate proposals</td>
<td>5/18/23-5/24/23</td>
</tr>
<tr>
<td>Conduct oral interviews with finalists, if required</td>
<td>5/25/23-5/31/23</td>
</tr>
<tr>
<td>Send notification of results by email</td>
<td>6/1/23</td>
</tr>
<tr>
<td>Negotiate contract</td>
<td>6/2/23-6/7/23</td>
</tr>
<tr>
<td>Contract start date</td>
<td>August 2023</td>
</tr>
</tbody>
</table>

Dexter District Library reserves the right to revise the above schedule.

2.3. QUESTIONS

All questions regarding this RFP must be submitted to the Library Director by writing or email by 11:00 a.m. EDT on 5/12/2023. A list of all the questions and answers, if any, will be updated by the Dexter District Library and e-mailed to all interested Proposers no later than 4:00 p.m. EDT on 5/12/2023.

2.4. SUBMISSION OF PROPOSALS

Proposals must be received by the Library Director no later than 4:00 p.m. EDT on 5/17/2023.

Proposals may be submitted electronically as an attachment to an e-mail to the Library Director at pmccann@dexter.lib.mi.us. Attachments to e-mail should be in Microsoft Word format or PDF. Zipped files cannot be received by Dexter District Library and cannot be used for submission of proposals. Proposals must include a signature of the individual within the organization authorized to bind the Proposer to the offer. Dexter District Library does not assume responsibility for problems with Proposer’s e-mail. If Dexter District Library email is not working, appropriate allowances will be made. Faxed Proposals will not be accepted.

Proposers may also submit proposals by postal mail or hand delivery to:

Paul McCann, Library Director  
Dexter District Library  
3255 Alpine Street  
Dexter, MI 48130

Sufficient time should be allowed to ensure timely receipt of the proposal. Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposers assume the risk for the method of delivery. Dexter District Library assumes no responsibility for delays caused by delivery service.

2.5. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this RFP shall become the property of the Dexter District Library. All proposals received shall remain confidential until the contract, if any, resulting from this RFP
is signed by the Library Director, or designee, and the apparent successful Proposer. Thereafter, the proposals shall be deemed public records.

2.6. REVISIONS TO THE RFP
Changes to this RFP will be made only by formal written addendum issued by the Library Director. Dexter District Library reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. Dexter District Library reserves the right to change the RFP schedule, issue amendments to the RFP, and to cancel or reissue the RFP at its sole discretion. Any revisions to the RFP will be uploaded to the Dexter District Library website at: https://dexter.lib.mi.us/about/requests-for-proposals/

2.7. ACCEPTANCE PERIOD
Proposals must provide 60 days for acceptance by Dexter District Library from the due date.

2.8. RESPONSIVENESS
All proposals will be reviewed by the Library Director to determine compliance with administrative requirements and instructions specified in this RFP. The Proposer is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. Dexter District Library also reserves the right at its sole discretion to waive minor administrative irregularities.

2.9. MOST FAVORABLE TERMS
Dexter District Library reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Proposer can offer. There will be no best and final offer procedure. Dexter District Library does reserve the right to contact any Proposer for clarification of its proposal.

The successful proposer should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Proposer’s entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to Dexter District Library.

2.10. CONTRACT, GENERAL TERMS AND CONDITIONS
The successful proposer will be expected to enter into a contract and is required to include a copy of its standard services agreement with their proposal. The Proposer may submit exceptions as allowed in the Certifications and Assurances form, Exhibit A to this solicitation. All exceptions to the contract terms and conditions must be submitted as an attachment to Exhibit A, Certifications and Assurances form. Dexter District Library will review requested exceptions and accept or reject the same at its sole discretion.

2.11. COSTS TO PROPOSE
Dexter District Library will not be liable for any costs incurred by the Proposer in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.12. NO OBLIGATION TO CONTRACT
This RFP does not obligate Dexter District Library to contract for services specified herein.

2.13. REJECTION OF PROPOSALS
Dexter District Library reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.
2.14. INSURANCE COVERAGE
The Proposer is to furnish Dexter District Library with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Proposer shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Proposer shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to Dexter District Library within fifteen (15) days of the contract effective date.

Liability Insurance

1. Commercial General Liability Insurance: Proposer shall maintain commercial general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than $1,000,000 per each occurrence. Additionally, the Proposer is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

2. The proposer shall provide proof of bonding sufficient to cover the cost of materials.

3. The proposer shall provide proof of worker’s compensation insurance.

4. The proposer shall name the Dexter District Library, its elected and appointed officials, agents and employees as Additional Insured parties.

3. DESCRIPTION OF THE CURRENT SYSTEM / UPGRADES
All of the wiring and audiovisual equipment in the room is original with the construction of the building, circa 2008. The goal of the project is to modernize our audiovisual equipment and wiring and, so far as possible, futureproof the systems to prevent short-term obsolescence. Only the audiovisual wiring is in need of upgrading – our computer network wiring is not a part of this project. Photos of the current setup can be found at the end of this RFP. The Library is also open to suggestions for improvements to the current configurations. The equipment is used for a variety of Library programs including movie showings, video gaming and presentations as well as standard PowerPoint and audiovisual presentations by community groups. The Library would like to end up with high quality video resolution and the flexibility to perform functions not identified here in the future.

3.1. OVERHEAD PROJECTION
Present
The Library, at present, has a Panasonic Projector XGA4000 overhead mounted hanging 12.5 inches below the drop ceiling to the center of the lens. It projects onto a ceiling mounted motorized screen that measures 139 inches wide by 78 inches high. It is 254 inches from the lens to the bottom of the screen. We do not anticipate the screen needing to be replaced.

The projector remote, at present, is what controls which input is being shown rather than a centralized switching device.

Required Upgrade
The Library proposes the vendor will remove the currently installed projector, and then mount and configure a new projector. The vendor will propose the projector to be installed. The new projector must have a minimum native resolution of 1080P, be able to interface with cabling originating from both our stage and AV closet, and be robust enough to withstand frequent usage without needing service for a minimum of two years / 2000 lamp hours. We would also like to be quoted for a native 4K projector with the same stipulations. A projector with or more than 4000 lumens is desirable due to the side-windows in the room.
3.2. Audiovisual Closet

Media Player - Present
The current DVD player is a Panasonic DMR-EZ485V.

Media Player – Required Upgrade
The vendor will propose a 4K Blu-ray player (or greater.) The device must be compatible with conventional Blu-ray, 4K Blu-ray, and DVD. The vendor will remove the old player and install/configure the new player. We would like to keep the old player.

We also need the capability of streaming content from Amazon Prime Video, Netflix, and Kanopy. If the new player is capable of this, it can be used for this, but we may also need another streaming device such as a 4K AppleTV installed to support Kanopy as we are not aware of any disk players that support it.

Wireless Microphone Receivers – Present
We have two Audio-Technica UHF Synthesizer Diversity Receivers for transmitting audio from our wireless microphones. The vendor will evaluate if this can be re-used going forward, and, if not, propose new hardware

Headphone Transmission Device - Present
We have a PPA T35 Audio system installed currently. It transmits audio coming over our overhead speakers to small Walkman-like devices for hearing impaired patrons. We do not anticipate this device needing an upgrade, but it must remain operational after completion of this project.

Master Power Switch - Present
We have an audiovisual cabinet in our lower level meeting room closet that is powered by a Furman M-8LX. The vendor will evaluate if this can be re-used going forward, and, if not, propose new hardware.

Volume Controller / Amplifier - Present
We have a Behringer Reference Amplifier A500 at present. The vendor will evaluate if this can be re-used going forward, and, if not, propose new hardware.

Cable TV Tuner – Present
We have an Xfinity Digital Cable TV converter. It provides audiovisual output over a coaxial cable. The vendor will propose a means of converting this device to HDMI to maintain compatibility with the new overhead projector. Depending on the location of the HDMI switching, a cable run may also be needed for this.

Audio Line Transformer - Present
There are two Audio Line Transformer 300-226 found in our audiovisual cabinet at present. The vendor will evaluate if this can be re-used going forward, and, if not, propose new hardware.

Switches for Rear Overhead Speakers – Present
There are two switches present on the audiovisual cabinet for the overhead speakers found on the small half of the lower level conference room. The vendor will evaluate if this can be re-used going forward, and, if not – propose new hardware.

HDMI Switching – Present
The Library does not have any means of switching between HDMI sources at present.

HDMI Switching – Required Upgrade
After this project, we would like to have the new system be able to detect active audiovisual inputs and be able to switch to them automatically – without staff involvement. The vendor will propose a means of achieving this behavior via new hardware such as an HDMI switcher or receiver. As a failsafe, in case automatic detection does not occur, we would like to be able to control this device via remote from a centrally located position (for example – having a switcher with remote that resides on top of the projector.)
3.3. WIRING
Stage Jacks - Present
The jacks present in our stage are currently RCA for sound and VGA for video. These carry audio to the overhead speakers and video to the projector. There are also data and power jacks present that are not in need of an upgrade.

Stage Jacks – Required Upgrade
The RCA and VGA jacks are to be removed by the vendor and replaced with a more modern wiring solution (we presume HDMI 2.1a but we are open to suggestions). The vendor will also run cable back to the projector and audiovisual cabinet.

4. PROPOSAL CONTENTS
Proposals must contain the following:
1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A)
2. Technical Proposal
3. Management Proposal
4. Cost Proposal - A breakdown of installation, labor, and equipment costs

4.1. LETTER OF SUBMITTAL
The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Proposer and any proposed subcontractors:
1. Name, address, principal place of business, telephone number and e-mail address of legal entity or individual with whom contract would be written.
2. Federal Employer Tax Identification number or Social Security number and the State of Michigan licensing number.
3. Location of the facility from which the Proposer would operate.

4.2 TECHNICAL PROPOSAL
The Technical Proposal must contain a description of services. The Library will be looking for the following elements:

A. Project Approach/Methodology – Include a complete description of the Proposer’s proposed approach and methodology for the project. This section should convey the Proposer’s understanding of the proposed project.

B. Quality of Work Plan - Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP.

C. Project Schedule - Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.

D. Outcomes and Performance Measurement – Describe the impacts/outcomes the Proposers propose to achieve as a result of the delivery of these services including how these outcomes would be monitored and measured.
E. **Risks** - The Proposer must identify potential risks that are considered significant to the success of the project. Include how the Proposer would propose to effectively monitor and manage these risks, including reporting of risks to Dexter District Library’s contract manager.

F. **Project Deliverables** – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2, Objectives and Scope of Work.

G. **Standard Service Agreement** - Include a copy of your standard service agreement.

**4.3 MANAGEMENT PROPOSAL**

A. **Project Team Structure** - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors.

B. **Key Staff Qualifications/Experience** - Identify staff, including subcontractors, who will be assigned indicating the responsibilities and qualifications of such personnel and include the amount of time each will be assigned to the project.

C. **Experience as a Project Team** - Indicate all relevant experience that indicates the qualifications of the Proposer, and any subcontractors, for the performance of the potential contract.

D. **References** - List names, addresses, telephone numbers and e-mail addresses of three (3) business references for the Proposer and briefly describe the type of service provided.

**5. COST PROPOSAL**
The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose proposal best meets the requirements of this RFP. However, in the event of those proposers whose points are similar, the cost proposal may be considered in making a final determination.

**6. EVALUATION AND CONTRACT AWARD**

**6.1. EVALUATION PROCEDURE**
Responsive proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by Dexter District Library, which will determine the ranking of the proposals.

Dexter District Library, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation. A sample of the evaluation metric can be found at the end of this RFP.

The RFP Coordinator may contact the Proposer for clarification of any portion of the Proposer’s proposal.

**6.2. ORAL PRESENTATIONS MAY BE REQUIRED**
After evaluating the written proposals, Dexter District Library may elect to schedule oral presentations of the finalists. Should oral presentations become necessary, Dexter District Library will contact the top-scoring firm(s) from the written evaluation to schedule a date, time and location. Commitments made by the Proposer at the oral interview, if any, will be considered binding.

**6.3. NOTIFICATION TO PROPOSERS**
Dexter District Library will notify the Apparent Successful Proposer of its selection upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.
6.4. DEBRIEFING OF UNSUCCESSFUL PROPOSERS
Any Proposer who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the Library Director no later than 1:00 p.m. EDT within three (3) business days after the Unsuccessful Proposer Notification is e-mailed to the Proposer.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm’s proposal
- Critique of the proposal based on the evaluation
- Review of proposer’s final score in comparison with other final scores without identifying the other firms

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

6.5. INSTALLATION
Due to ongoing Library events, the Library would like to schedule installation to be completed between August 7 and September 8, 2023.
EXHIBIT A

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.

2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.

3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by Dexter District Library without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.

4. In preparing this proposal, I/we have not been assisted by any current or former employee of the Dexter District Library whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.

5. I/we understand that Dexter District Library will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of Dexter District Library, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.

7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

9. I/we grant Dexter District Library the right to contact references and others, who may have pertinent information regarding the ability of the Proposer and the lead staff person to perform the services contemplated by this RFP.

10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

11. We are not submitting proposed Contract exceptions. If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Proposer submitting this proposal, my name below attests to the accuracy of the above statement.

___________________________________________________________
Signature of Proposer

___________________________________________________________
Title Date
## RFP Evaluation System

<table>
<thead>
<tr>
<th>#</th>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firm background, qualifications, and quality of service</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Product features</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Project implementation approach</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Experience and commitment to working with similar-sized agencies/employers.</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>Fee structure and transparency</td>
<td>20</td>
</tr>
</tbody>
</table>

**Total Points:** 100