Request for Proposal for
Audio Visual Consulting Services

Due by 11:00 A.M. on October 22, 2020

MAYOR AND CITY COUNCIL MEMBERS:

JOE MEEK, MAYOR
CINDI GUY
KEN BROWN
ROBERT HOLMES
PATRICK FITZPATRICK

CITY MANAGER:
KEN FRINK, P.E.

ASSISTANT CITY MANAGER:
JACK DUMAS

CITY ATTORNEY:
ROBERT W. BATSEL, ESQ.

CITY OF CRYSTAL RIVER
DEPARTMENT OF ADMINISTRATION
123 NW HIGHWAY 19
CRYSTAL RIVER, FLORIDA 34428
(352) 795-4216
(352) 795-6245 (fax)

NOTICE OF REQUEST FOR PROPOSAL
For
An Audio Visual Consultant to complete an audio/visual system upgrade project at Crystal River City Hall
City of Crystal River Solicitation No. 21-RFP-01
PUBLIC NOTICE IS HEREBY GIVEN that the City of Crystal River ("City") is requesting proposals (RFPs) and will receive submittals until 11:00 A.M. on October 22, 2020. Responses will be publicly opened in City Hall Chambers at 11:05 A.M. on October 22, 2020.

Synopsis: The City of Crystal River, Florida (City) received funding in the amount of $40,038.00 through the Department of Justice (DOJ) Coronavirus Emergency Supplemental Funding (CESF) program, “Prevention” category, for a project consisting of audio/visual upgrades to better facilitate virtual public meetings the live streaming of City Council meetings.

Through the utilization of an Audio Visual Consultant, the proposed project shall consist of the one time purchase, installation and programming of audio and visual equipment, software and other necessary equipment to carry out the project as approved. Project shall consist of components necessary for live video streaming capabilities and be compatible with Granicus Software. Items for purchase through the consultant may include processors, relays, video cameras with controllers, monitors and acoustic panels.

The selected consultant agrees to be available for future upgrades, programming and maintenance of the equipment installed, through either a maintenance agreement, contract, or other arrangement. It is important to the City that these services are made available in a prompt manner.

The City will make a final selection based on price, ability and quality of equipment proposed, and availability of the consultant for future maintenance of the system.

Submittal Requirements: RFPs shall include a detailed description of proposed equipment and pricing as well as documentation regarding the consultants availability for ongoing maintenance. Submittals shall include one (1) signed original submitted in one (1) sealed package, clearly marked on the outside "Sealed RFP for Audio Visual Consulting Services” and addressed to:

CITY OF CRYSTAL RIVER
MIA FINK, CITY CLERK
123 NW HWY 19
CRYSTAL RIVER, FL 34428

All documents may be examined at City Hall at no charge, downloaded for free on the City website (www.crystalriverfl.org), or picked up at City Hall for no charge. Respondents who utilize the City website for the documents are advised to check the website regularly for updates and addenda. RFP packages may be picked up at the Crystal River City Hall, at the address above, between the hours of 8:30 am and 4:30 pm Monday through Friday. The contact person is Mia Fink, 352-795-4216, extension 303 or mfinck@crystalriverfl.org
The City reserves the right to reject any or all submittals, to waive any irregularity, and to take all submittals under advisement for a period of sixty (60) days.

1. **Proposals must be received no later than 11:00 a.m. (local time) on October 22, 2020.**
   Proposals will be publicly opened in City Hall Chambers at 11:05 A.M. on October 22, 2020. Any proposals received after the above-noted time will not be accepted under any circumstances. Any uncertainty regarding the time a qualification package is received will be resolved against the Respondent. It shall be the sole responsibility of the Respondent to have the proposals delivered to Crystal River City Hall by U.S. mail, hand delivery, or any other method available to them. Delay in delivery shall not be the responsibility of the City. Proposals received after the deadline shall not be considered and shall be returned unopened. Any request to withdraw a proposal must be addressed in writing and must be received by the City prior to the deadline of the submission.

2. **Site Inspection.** Any proposer may request an appointment to visit the project site by contacting, Mia Fink, City Clerk, at 352-795-4216 X303.

3. The City will receive questions regarding the RFP only through written inquiries, preferably emailed to the attention of Mia Fink, City Clerk mfink@crystalriverfl.org

4. **Deadline for receipt of written inquiries will be close of business on Thursday October 21, 2020.** Potential Respondents shall not contact City staff (with the exception of the aforementioned) or other City consultants or City Council for information regarding this RFP before the project award date.

5. The City reserves the right to accept or reject any or all RFPs, to waive formalities, technicalities or irregularities, to request clarification of information submitted in any RFP, or to re-advertise a new RFP. The City Council shall be the final authority in the selection process.

6. The successful Respondents shall be required to execute an Agreement, in form and content acceptable to the City, indemnifying and holding harmless the City, its officials, officers, employees, and agents from all claims.

7. **CONVICTED VENDOR LIST (PUBLIC ENTITY CRIME):** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on an award to provide any goods or services to a public entity, may not submit a proposal on an award with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Consultant under an award with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017 for Category Two for a period of
36 months from the date of being placed on the convicted vendor list. [See Florida State Statute 287.133 (2) (a)]

8. FLORIDA PUBLIC RECORDS LAW: In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by Chapter 119 of the Florida Statutes and other applicable State and Federal Laws, all Respondents should be aware that the proposal and the responses thereto are in the public domain and are available for public inspection. Respondents are requested, however, to identify specifically any information contained in their proposal which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this request of proposal become the property of the City of Crystal River and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the City.

9. SELECTION PROCESS
A selection committee comprised of City of Crystal River staff members will conduct an evaluation of the RFPs. The City may ask for product demonstrations (either onsite or offsite is acceptable) and additional information from the respondents to clarify the proposal. The RFPs will be evaluated based on achieving the stated goals and what is in the best interest of the City. Based upon the consensus of the committee, a recommendation will be made to enter into an agreement with the City.