

**Information for Bidders**

BID NO. 21-01  
**Town Hall “Council Chamber Audio/Video Upgrades”**  
**305 Queen Anne Street**  
**La Plata, Maryland**



**Date Issued: August 14, 2020**

**Date of Notice(s) in Maryland Independent: August 14, 2020**

**Date of Pre-Bid Meeting: Scheduled Upon Request**

**Date Due: August 28, 2020, 10:00 AM**

## REQUEST FOR PROPOSALS

BID NO. 21-01

Town Hall "Council Chamber Audio/Video Upgrades "

Information for Bidders

The Town of La Plata is seeking proposals for audio/video upgrades at the La Plata Town Hall, 305 Queen Anne Street, La Plata MD 20646, specifically in the Council Chambers Meeting Room. All proposals should outline the specific work to be performed and a cost breakdown for each element, and each aspect that could be performed individually, as described below.

### **BACKGROUND**

The La Plata Town Hall was built in 2004. At the time of construction, the Council Chambers included a projector system with 12-foot projector screen, computer system, speakers, and microphones. Since installation upgrades have occurred to improve functionality and to repair and replace damaged components. The current desire is to modernize and improve the system for increased public engagement.

### **SCOPE OF PROJECT**

#### **Room configuration:**

The Council Chambers is a multi-purpose room that supports meetings of the Town Council, Boards and Commissions, and other hosted trainings and activities. These meetings utilize several training tables in various configurations, a fixed dais that seats 8, and a portable podium for public testimony or presentations. There are approximately 50 stackable guest chairs setup to allow for public attendance.

#### **System needs:**

1. Multiple Displays to allow viewing from all room angles for presentation of agenda items and training materials for use with the existing computer and software systems.
2. Upgraded microphone system installed at the dais to allow for 8 users.
3. Portable microphone system for use at the podium and training tables for presentations.
4. Video hardware for live/recorded streaming of meetings, events and trainings that can be operated with minimal training and staffing.
5. The capability for public participation via phone and web.

### **PROPOSAL SUBMITTAL REQUIREMENTS – DEADLINE September 25, 2020**

Each prospective proposal must be prepared in accordance with the following guidelines. Three copies of the proposal must be submitted to the Town by 10:00 AM, September 25, 2020. Failure to comply with these requirements will result in a disqualification of the proposal. Contractors with local experience are encouraged to submit.

**General Profile of Company and Qualifications:**

1. Qualifications, experience, and past performance
2. Financial capacity and capability
3. Development methodology statement
4. Company references
5. Statement of the ability to provide proof of workers compensation coverage and liability coverage, listing the Town as an additional insured

**Contact Information:**

The proposal must clearly identify the Company’s contact person concerning the proposal, the firm’s main and/or local addresses, telephone number, and email address where the contact person can be reached. The point of contact must be available at minimal notice to answer questions posed by the Town. This individual will be available until the vendor selection is made by the Town.

**Schedule for Provision of Work:**

The proposal must indicate the Company’s anticipated availability for the project and an estimated performance schedule, if selected for the project. A detailed schedule is an important consideration for the proposal review.

**Concept Plan:**

A detailed proposal explaining the equipment specifications, project timeline, and pricing for the purchase and installation of each of the five components listed is required. Qualified firms are encouraged to make recommendations on options for future expansions and project phasing, where applicable.

**PRE-BID MEETING**

Due to the ongoing COVID-19 pandemic, pre-bid meetings via conference call can be scheduled with Town staff. Arrangements can be made for prospective bidders to visit the job site. All in person visits will be held in accordance with Town COVID-19 related safety precautions and any applicable state mandates. All prospective bidders are encouraged to contact the Town to better gain an understanding of the current needs of the Town. Questions in reference to the RFP are due to the Town by August 21, 2020. Answers will be provided by 10:00 AM on August 26, 2020.

**SUBMISSION OF PROPOSAL / BID**

All proposals are due to the Town of La Plata by 10:00 AM on August 28, 2020, and must be either mailed, dropped off at Town Hall, or emailed.

Proposals can be dropped off at Town Hall, 305 Queen Anne Street, La Plata, Maryland, in the secure drop box located in the front lobby on the left wall. Envelopes should be clearly labeled with the following:

BID NO 21-01 – DO NOT OPEN  
Town of La Plata  
Kevin Greenville  
305 Queen Anne Street  
PO Box 2268  
La Plata, Maryland 2046

Proposals can be emailed to [kgreenville@townoflaplata.org](mailto:kgreenville@townoflaplata.org).

The Town of La Plata, at its sole discretion and judgment, shall award points for each criterion. This point system shall serve as a guide for ultimate vendor selection. The Town also may elect to interview some or all of the vendors who submit a proposal.

Inquiries concerning proposal documents or the Project may contact Danielle Mandley, Director of Legislative Services at 301-934-8421, or at [dmandley@townoflaplata.org](mailto:dmandley@townoflaplata.org).