

Mayor
Debi Krause

City Clerk
Ashya Fambrough



Council Members
Christine Bogenrieder
Frank Burnette
Lee Patterson
Scott Penn
Tim Terilli

LEGAL NOTICE

ADVERTISEMENT FOR BIDS

AUDIO/VISUAL UPGRADE (2024),

24-03-22

The City of Statham Government ("City") is seeking bids from qualified firms for the City's Audio/Visual Upgrade (2024). Sealed bids from qualified firms will be received by the City of Statham Government at City Hall, 327 Jefferson St, Statham, Georgia, 30666, until 11:00 AM (EST) on March 22, 2024. Bids shall be submitted in sealed envelope at City Hall, 327 Jefferson St, Statham, Georgia, 30666. Any bids submitted after 11:00 AM (EST) on March 22, 2024 shall be disqualified and not considered. Site visits are available and encouraged through March 20, 2024, upon request. To schedule a site visit, please email cvenable@cityofstatham.com.

Bid documents may be obtained by email from Cheryl Venable, City of Statham Government, email cvenable@cityofstatham.com. Subject of email to read "24-03-22, Audio/Visual Upgrade (2024)". The written requirements contained in the City's bid package shall not be changed or superseded except by written addenda from the City of Statham Government. The City of Statham Mayor or City Administrator are the only officers authorized to change, modify, clarify, etc., the specifications, terms, and conditions of this bid package and any contract(s) awarded as a result of this bid. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the City of Statham Government.

The City reserves the right to reject any and all bids/proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the City. The results may be presented to the Statham City Council for action if deemed appropriate for submission.

The contract, if awarded, will be on the basis stated in the bid package. No bids/proposals may be withdrawn for a period of sixty (60) days.

The City reserves the right to reject any and all submittals and to waive technicalities and informalities.

MANDATORY DOCUMENTS CHECKLIST:

1.1.1. Please clearly outline and identify the material and responses;

1.1.2. Outline in sequential order the major areas of the bid,

1.1.3. All pages must be consecutively numbered.

1.2. COVER LETTER

1.2.1. Provide a letter indicating your company's understanding of the requirements/scope of services of this specific bid;

1.2.2. Letter shall be a brief formal letter for the Offeror that provides information regarding the company's interest in and ability to perform the requirements of this bid;

1.3. COMPANY PROFILE / EXPERIENCE AND STAFF

1.3.1. Provide a core contact with name, title, email, address, and phone

1.3.2. Where are your business offices located;

1.3.3. Please list the number of years your company has been in operation;

1.3.4. Number of current employees;

1.3.5. Identify key personnel and provide bio information pertaining to their backgrounds and expertise;

1.3.6. Offeror shall clearly demonstrate their experience with the system; and

1.3.7. Overview and summary of how your company will assist the City of Statham Government in reaching our project goals.

1.4. SCOPE OF SERVICE / METHODOLOGY OF SERVICES

1.4.1. Please provide a detailed scope of work detailing the methodology / project plan you are proposing to meet the terms and functionality of this project;

1.4.2. Provide a detailed description of the service request procedure after product installation;

1.4.3. Include a project schedule and timeline of completion;

1.4.4. Details on lead time to attain products for project; and

1.4.5. Attention should be paid to the specified elements of this project, but please include any other details that you are offering to ensure the most efficient and effective performance of this contract. Please note that the written Scope of Work will be a primary element examined by the City;

1.5. PROJECT PRICING ESTIMATE/COST FOR SERVICES OUTLINED

Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. All prices should be firm.

1.6. WARRANTY

Provide in detail, warranty information for specifics of the project which shall include material and labor. Details shall include, warranty length, warranty replacement process, contact number related to warranty, example replacement scenario for a failed unit, etc.

REQUESTED DOCUMENTS:

COPY OF CURRENT BUSINESS LICENSE

CERTIFICATE OF INSURANCE

REFERENCES

Provide three references of similar size to the City of Statham Government for which a project was completed within the last three years. Provide a contact name, phone number, and email address for each reference.

Include a brief description of the services provided for each reference.

ADDED VALUE

Provide any unique elements of your offer, not already specified or proposed that you believe will bring value to this project. This shall include services, which shall contribute to the accomplishment of the City's mission and goals. Offerors are encouraged to describe in detail all added value or additional services or benefits available which are offered in their response.

BID SUBMISSION INSTRUCTIONS

All proposals received will become a part of the official contract file and may be subject to disclosure. A complete signed proposal must include the documents listed in this bid package. Offeror are expected to examine the specifications and all instructions. Failure to do so will be at the Offeror's risk. Each Offeror shall furnish the information required by the solicitation. The bid and price schedule must be signed by an employee of the company who is legally authorized to enter into a contractual relationship in the name of the Offeror.

ALL BIDS SHOULD BE SUBMITTED AS FOLLOWING:

Begin each section on a separate page. Number the pages in each section consecutively. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire proposal as confidential and proprietary; Information submitted should be arranged in the same order in which it is requested in this bid package;

All pages are to be numbered; Each section must re-state each subheading or question, followed by your Response; and Responses must be concise and sufficient in detail to provide a thorough evaluation and assessment.

SCOPE OF SERVICES

The Offeror shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to provide all work under this proposal and in accordance with the specific requirements. Offeror is responsible for verifying and assembling its own information in conjunction with preparing the proposal for this Work in order to comply with the requirements. This bid is for soliciting services for AUDIO/VISUAL UPGRADE (2024) within the City of Statham Government's ("City") Community Center located at 336 Jefferson St, Statham, GA 30666.

2.1. CURRENT ENVIRONMENT

2.1.1. The City of Statham Community Center – 336 Jefferson St, Statham, GA 30666

2.1.2. The City of Statham Government does not currently have a projection system in the Jefferson Street Community Center. There is no cabling (VGA, HDMI, Audio, USB, etc.) currently installed.

2.1.3. The City of Statham Government currently has wired "goose neck" microphones and a portable amplifier and speakers for use during government meetings and events. Set up and break down of microphones, amplifier, speakers, and associated equipment is required for each meeting and/or event which is not desired. Audio cabling from an amplifier runs to a wall jack to a fixed ceiling mounted camera for live streaming Government meetings.

2.2. PROPOSED SOLUTION

2.2.1. The City of Statham Government is seeking bids to install, replace, and upgrade the existing audio-visual equipment in the Jefferson St Community Center. The desired system will be complete, ready to use, with a focus on ease of use.

2.2.2. The selected vendor will be responsible for removal and un-patching existing equipment, installing four new 65 inch televisions with articulating mounts, ceiling speakers, amplifier, cabling, equipment cabinet/rack, wireless lapel microphones, handheld wireless microphones, any sound dampening required, and reconnecting existing equipment that may be reused. The selected vendor will also be responsible for moving existing network rack and equipment in the Community Center to the location of the new audio-video rack. The selected vendor will be responsible for configuration and set up of all installed audio-visual equipment and shall also be responsible for installation of any required cabling including termination, faceplates, testing, and labeling. The selected vendor will be required to integrate into the City of Statham's existing data network.

2.2.3. Removal of existing equipment must include documenting asset information in an Excel spreadsheet and provided to the City of Statham City Hall Administration. All removed equipment must be moved to Statham City Hall.

2.2.4. The selected vendor will install and configure the new video system, mounts, audio system, racks, cabinets, cabling, software, other equipment as needed for this project, and provide written documentation and training of all systems to Statham City Government staff. The projector shall be setup on the existing City of Statham Governments "guest" wifi network. All hardware and software shall be installed and provided to make this project a complete "turnkey" solution for the City.

2.2.5. The model and serial number of the new equipment must be documented and provided to Statham City Government staff.

2.2.6. The selected vendor will be responsible for providing proof that all new equipment is registered to the Statham City Government for warranty purposes.

2.2.7 The selected vendor shall provide a schedule for start and completion of the project, not to extend beyond April 30, 2024.

2.2.8 Please include total equipment costs and total labor costs in the bid submission.

2.3. EQUIPMENT – NO SUBSTITUTIONS FOR ANY EQUIPMENT

A. Sixty-five (65) inch televisions. Quantity: 4.

B. Articulating full motion, dual arms, wall VESA mounts for sixty-five (65) inch televisions. Quantity: 4.

C. Midas MR18 18-channel Tablet-controlled Digital Mixer. Quantity: 1.

D. Crown CDi DriveCore 2|600 Power Amplifier. Quantity: 1.

E. JBL Control 26CT 6.5" Ceiling Speakers with Transformer (Pair/Set of 2). Quantity: 4 sets.

F. Shure SLXD14D Dual Wireless Bodypack System - G58 Band. Quantity: 4.

G. Shure SLXD24D/SM58 Digital Wireless Dual Handheld Microphone System - G58 Band. Quantity: 1.

H. RF Venue DISTRO4 and Diversity Fin Antenna Bundle. Quantity: 1.

I. Shure WL185 Lavalier Microphone for Shure Wireless – Cardioid. Quantity: 8.

J. Pro Co CM-16/2.K Bulk Install Speaker Wire - Black 250 Foot. Quantity: 1.

K. Pro Co EXM-3 Excellines XLR Female to XLR Male Patch Cable - 3 foot. Quantity: 11.

L. NavePoint 12U Server Rack Enclosure with Glass Door, Cooling Fan, Locks, & Removable Side Panels - 12U Wall Mount Network Cabinet. Quantity: 1.

M. StarTech.com 2U Server Rack Shelf - Universal Vented Rack Mount Cantilever Tray for 19" Network Equipment Rack & Cabinet. Quantity: 1.

N. TP-Link TL-SG105, 5 Port Gigabit Unmanaged Ethernet Switch. Quantity: 1.

O. CyberPower CPS1215RM Basic PDU, 100-125V/15A, 10 Outlets, 15ft Power Cord, 1U Rackmount. Quantity: 1.

P. OREI 4K 4x4 HDMI Extender Matrix - UltraHD 4K @ 60Hz 4:4:4 Over Single CAT5e/6/7 Cable with HDR Switcher & IR Control, RS-232. Quantity: 1.

Q. Weeryi Wireless HDMI Transmitter and Receiver, Wireless HDMI Extender Kit with Loop-Out, IR Support, 2.4/5.8GHz 1080P Full HD. Quantity: 1.

R. NVS-33 H.264 Video Streaming Encoder and MP4 Recorder | Datavideo. Quantity: 1.

S. PTZOptics Move SE SDI/HDMI/USB/IP PTZ Camera with 12x Optical

Zoom (PT12X-SE-GY-G3). Quantity: 1.

T. PTZOptics Large Universal Ceiling Mount for PTZ Cameras. Quantity: 1.

U. ThePoEstore Gigabit PoE Injector Adapter, PoE+ Injector 30W ,Gigabit Power Over Ethernet Plus Injector,10/100/1000Mbps. Quantity: 1.

V. Cat6 Plenum (CMP), 1000ft, 23AWG 4 Pair Solid Bare

Copper, 550MHz, PoE++ (4PPoE), ETL Listed, Unshielded Twisted Pair. Quantity: 1.

W. High Speed HDMI Cable with Ethernet, Ultra HD 4K x 2K,

Digital Video with Audio (M/M), 6-ft. Quantity: 6.

X. 50ft SDI Cable BNC Cable 3G/6G/12G. Supports HD-SDI/3G-SDI/4K/8K. Quantity: 1.

Estimated Cable Runs & Lengths:

Cat 6 Ethernet Cable:

Cable Type	Destination	Cable Length
Cat 6	TV1 (Stage Right)	48ft
Cat 6	TV2 (Stage Left)	29ft
Cat 6	TV3 (Stage Right Back)	76ft
Cat 6	TV4 (Stage Left Back)	63ft
Cat 6	PTZOptics Camera (For POE)	54ft
Cat 6	Network Rack Relocation	150ft
Totals	6 Cable Pulls	420ft

16ga 2cond Speaker Wire:

70 volt speaker systems allow daisy chaining speakers. Only 2 cable pulls are required, one for right channel and one for left channel.

Cable Type	Destination	Cable Length
16ga 2cond	Speakers (Stage Right)	91ft
16ga 2cond	Speakers (Stage Left)	81ft
Totals	2 Cable Pulls	172ft

2.4 TRAINING

A. Offeror shall provide training to City staff on the use, care, and maintenance on all audio and video equipment upon completion of installation. Written documentation on the use of all audio and video equipment shall also be provided to City staff. Contact information including telephone number and email of offeror shall be provided to City staff for providing troubleshooting or warranty claims.

2.5 TIME LINE FOR COMPLETION OF PROJECT

A. The City of Statham Government is requiring a completion date for the entirety of this project, including training of City staff, no later than end of business day (5PM EST) April 30, 2024.

Statham City Hall
P.O. Box 28 – 327 Jefferson St.
Statham, GA 30666