

Wolfeboro Public Library Board of Trustees
Wolfeboro Public Library
259 South Main St.
Wolfeboro, NH 03894
603-569-2428
Questions: Cynthia Scott, Library Director

Request for Proposal: Audio-Visual Systems for the Expanded and Renovated
Wolfeboro Public Library

July 31, 2019

The Wolfeboro Public Library Board of Trustees (“Trustees”), invites experienced and qualified firms to submit proposals for the installation of an audio-visual system that will accommodate the expanded needs of the Wolfeboro Public Library (“Library”). All proposals must be submitted by 3:00 PM on Tuesday, August 20, 2019.

This RFP represents the best effort by the Library to define its existing and future requirements for a comprehensive AV system. All information within this RFP should be considered as viable parts of the scope of work. Statements and information contained within this document are subject to final interpretation or modification by the Library as seen fit.

The Library reserves the right to discuss and negotiate, if applicable, the price submitted in the proposal. The Library reserves the right to accept or reject the proposal, to waive minor irregularities, and to make selection, if any, as it deems to be in the best interest of the Library. The Library reserves the right to approve all plans prior to installation. The Board of Trustees reserves the right to accept or reject any or all bids, for any reason or no reason whatsoever, that they, in their sole discretion deem to be in the best interest of the Library.

Overview

The Library is seeking a firm to supply, install and test audio and visual equipment in six (6) areas of the renovated library. These areas are:

1. Small Group Meeting Room A (architectural drawing identifier 06A)

2. Small Group Meeting Room B (architectural drawing identifier 06B)
3. Teen Reading Area (architectural drawing identifier 06C)
4. Conference Room (architectural drawing identifier 04)
5. Meeting Room (architectural drawing identifier 05)
6. IT Office (architectural drawing identifier 13)

Proposal Scope

The following line items shall be included as part of the overall proposal:

1. Design, Implementation and Test Plans.
2. All work areas to be cleaned-up and all debris legally disposed.
3. All equipment shall be delivered as new. Rebuilt or refurbished products will not be accepted.
4. Detailed list of materials including:
 - Manufacturer/Model Number, specification sheets
 - Vendor
 - Warranty Information
 - Quantities
 - Cost
5. Installation schedule to be agreed upon between the vendor and the Library. Work to be completed by December 31, 2019.
6. Training as needed. (list all options)
7. On-going customer support (contact protocol, response times, etc.). (list all options)

Proposal Elements by Area

Small Group Meeting Room A

1. 40" – 42" Smart 4K TV. (used for laptop presentations, DVD screening, Skype meetings).
2. Telescoping TV mount with full angle adjustments
3. Cat6 data to HDMI converter (coming from the IT Office area).
4. 4' HDMI cable. (looping from the back of the TV to a HDMI wall jack below the TV)
5. HD web camera

6. Various cables and wall plates as needed

Note: VGA not required

Small Group Meeting Room B

1. 40" – 42" Smart 4K TV. (used for laptop presentations, DVD screening, Skype meetings)
2. Telescoping TV mount with full angle adjustments
3. Cat6 data to HDMI converter (coming from the IT Office area).
4. 4' HDMI cable. (looping from the back of the TV to a HDMI wall jack below the TV)
5. HD web camera
6. Various cables and wall plates as needed

Note: VGA not required

Teen Reading Area

1. 50" – 52" Smart 4K TV. (used for laptop presentations, DVD screening, Skype meetings)
2. Telescoping TV mount with full angle adjustments
3. Cat6 data to HDMI converter (coming from the IT Office area).
4. 4' HDMI cable. (looping from the back of the TV to a HDMI wall jack below the TV)
5. HD web camera
6. Various cables and plates as needed

Note: VGA not required

Conference Room

1. 110" diagonal ceiling recessed projection screen with IR control interface
2. 1080p ceiling mounted projector
 - a. capable of a quality picture in a well-lit room
 - b. accepts (2) switchable inputs
3. Up to 4 ceiling mounted speakers capable of output from projector source, laptop and wireless microphone
4. wireless volume controls
5. Cat6 data to HDMI converter (coming from the IT Office area)

6. Wireless video controls
7. Portable DVD player (4K capable)
8. Various cables and plates as needed

Note: Feeds for audio and visual generated from within the A/V cabinet on the back-wall cabinet of the Conference Room (near the Library main entrance)

Meeting Room

1. Two (2) ~80" 4K TVs (will simulcast only)
2. Up to 8 ceiling mounted speakers capable of output from A/V closet, laptop, wireless microphone and DVD player
3. wireless volume controls
4. Cat6 data to HDMI converter (coming from the IT Office area)
5. Wireless video controls
6. Portable DVD player (4K capable)
7. Various cables and plates as needed

Note: Feeds for audio and visual generated from within the A/V closet on the back-left wall of the Meeting Room

IT Office

1. One (1) control box to accept eight (8) Cat6 video outputs and one (1) HDMI input

Note: initial outputs will be 5 but planning for expansion. These will be (5) five conference and meeting rooms.

2. 42" 4K Smart TV
3. Various cables and plates as needed
4. Portable DVD player (4K capable)

Insurance

Prior to commencing work, and throughout the term of this contact, the Provider shall obtain and maintain, for the duration of the contract, the following coverages and shall provide a certificate and endorsement naming the Trustees and the Town of Wolfeboro (Town), its officials, employees and agents as additional insured. These coverages shall be primary in the event there is other

insurance applicable. The Trustees and the Town must be provided with notice of cancellation of coverages at least thirty days prior to cancellation.

Commercial General Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage

Workers Compensation: As required by NH Statute

Employer's Liability: \$1,000,000 per accident, injury, disease

Indemnification:

To the fullest extent permitted by law, Provider shall protect, indemnify, save, defend and hold harmless Library and the Town, including its officers, officials, volunteers, employees, and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which Trustees and Town and/or its officers, officials, volunteers, employees and agents may become obligated by reason of any accident, bodily injury, personal injury, death of person, loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, but only to the extent caused in whole or in part by a subcontractor and/or agent.

Acceptance and Rejection of Responses

This contract may be awarded to the firm that most closely satisfies the needs of the Library and is deemed to be most advantageous to the Library. The Library reserves the right to accept or reject an item or group of items in a response.

The Library also reserves the right to waive any informality or irregularity in any response.

The Library also reserves the right to reject any or all proposals and to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the Library. The Library also reserves the right to eliminate the need for the provider to complete one or more tasks, pending the outcome of preceding related task or issues, and/or the availability of project partners to complete that task.

Additionally, the Library may, for any reason, decide not to award an agreement at this time.

Non-acceptance of any responses shall not imply that the proposal was deficient.

The cost of preparing and submitting a proposal is the sole responsibility of provider and shall not be chargeable in any manner to the Library. The Library will not reimburse providers for any cost associated with the preparation, participation in an interview, or negotiating a contract with the Library.

All submissions or components thereof become property of the Library.

Library's Use of Material

All material submitted shall become the property of the Library, unless it is clearly marked as proprietary information. The Library reserves the right to use any ideas presented in the submission, without compensation paid to providers.

Receipt and Opening of Proposal

Proposals must be received at the Wolfeboro Public Library by 3:00 PM on Tuesday, August 20, 2019, at which time the bids will be opened and read aloud. Any proposal received after the established closing date and time will not be accepted.

Site Inspection

Before submitting a proposal, each proposer should make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representation made by the Library upon which the proposer will rely. If the proposer receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of these documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.