



# **VILLAGE OF HOFFMAN ESTATES**

## **REQUEST FOR PROPOSALS / PROFESSIONAL SERVICES**

**2023 Training/Conference Room AV Project**

**Proposal Due Date: September 6, 2023**

**Proposal Due Time: 4:30 PM**

## **Request for Proposals**

Notice is hereby given that proposals will be received by the Village of Hoffman Estates, Hoffman Estates, IL for:

### **2023 Training/ Conference Room AV Project**

#### **Project Description**

The Village of Hoffman Estates is soliciting proposals from qualified Proposers to provide project oversight and advisory services for a scope of services as described below.

The Village of Hoffman Estates would like to upgrade and add additional AV functionality to both our Hennessy and Alexa meeting rooms. Initial goals for the room upgrades includes allowing users an easy touch screen interface to control video and audio sources. Presenters also need the ability to wirelessly connect to the existing projector and a newly proposed sound system. Each room needs to be able to act independently or be merged when room dividers are retracted.

#### **Project Components**

A wired HDMI connection at the front of the room is desired as a connection option. Video sources would include the HDMI connection from inside the rooms. Blu-Ray, CD/MP3 player and Apple TV need to be integrated and a feed from the existing Tricaster located in the control room. Video sources also need to include the ability for wireless sources to connect (laptop, tablet, iPhones, Androids, etc).

The sound system shall have two wireless handheld, two wireless lavalier and one headset microphone. The sound system should include a new DSP with AEC. Numerous ceiling speakers for both rooms need to be replaced. Village of Hoffman Estates would also like XLR connections at the back of the room on both sides. This connection would feed audio from DSP to camera systems for events where videography is required.

Village of Hoffman Estates would also like to see a second option which includes a six-person wireless conferencing system that could be used in either of the two rooms (Hennessy & Alexa) and allow the option to record meeting. Please show this as an optional section in your response.

Village of Hoffman Estates would also like to see an option for adding a third room (Lam). This room would be an exact mirror the Alexa room. The Lam room would need a matching projector and mount. A wired HDMI connection at the front of the room, new speakers, and a wall mounted touch screen.

## Existing Conditions

The Village of Hoffman Estates is an existing Crestron facility with Crestron control systems. This is the desired manufacturer. Village of Hoffman Estates also has existing Biamp Tesira Forte AVB VT audio DSPs. Full system design and integration is required, and system programming will be needed.

## Not an Offer

This RFP is not a contract offer. Receipt of a proposal neither commits the Village of Hoffman Estates to award a contract to any Proposer, nor limits the Village's rights to negotiate in its best interest. The Village of Hoffman Estates reserves the right to contract with a Proposer for reasons other than price. Failure to answer any questions in this RFP may subject the proposal to disqualification. The Village of Hoffman Estates reserves the right to request additional information that is necessary and pertinent to the project or to assure that the Proposer's adequate competence to perform according to bid specifications. Products and services which are not specifically requested in the RFP but which are necessary to provide the functional capabilities proposed by the Proposer shall be included in the proposal.

## RFP TIMELINE

|   |                          |
|---|--------------------------|
| <b>RFP Release Date</b>                     | <b>August 14, 2023</b>   |
| <b>Pre-Proposal Meeting</b>                 | <b>August 24, 2023</b>   |
| <b>Questions Due from Proposers</b>         | <b>August 29, 2023</b>   |
| <b>Question Responses posted by Village</b> | <b>August 31, 2023</b>   |
| <b>Proposal Deadline</b>                    | <b>September 6, 2023</b> |

## PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on Thursday, August 24 at Village Hall, 1900 Hassell Road, Hoffman Estates, IL at 9 a.m. The meeting shall not be mandatory, but will be the only opportunity for Proposers to view the Project Space and existing conditions. Proposers will be asked to sign in at the pre-proposal meeting.

## SUBMISSION DEADLINE

Proposals, to be considered and evaluated, must be emailed to [Missy.Brito@vohe.org](mailto:Missy.Brito@vohe.org) on or before 4:30 p.m. on Wednesday, September 6, 2023. The subject line of the email should be, **"2023 Training/Conference Room AV Project"**. **Proposals received after 4:30 p.m. on September 6 will not be accepted or considered.**

Questions about this RFP or its requirements can be directed to:

Richard Signorella, Multimedia Production Manager  
 Village of Hoffman Estates  
 1900 Hassell Rd.  
 Hoffman Estates IL 60169 [Richard.Signorella@vohe.org](mailto:Richard.Signorella@vohe.org)

Proposers may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which will be considered independently of any other proposal from the same Proposer.

The Village of Hoffman Estates reserves the right to accept or reject any and all proposals, or any part of any proposal, without penalty. The Village of Hoffman Estates may award a contract to a single contractor for all elements for the entire Project or may award any of the elements separately. In addition, the Village of Hoffman Estates reserves the right to fund (and proceed with project or purchase), not to fund the project, or to partially fund the project. Any allowance for oversight, omission, error, or mistake by the proposer made after receipt of the proposal will be at the sole discretion of the Village of Hoffman Estates.

## **SUBMISSION REQUIREMENTS**

All proposals shall be submitted via email with the following information:

### **GENERAL PROPOSER INFORMATION**

Provide information about the firm including its location, place of incorporation, size, history, number of years the firm has conducted business in the State of Illinois, general operations/services provided, the total number of staff employed by the firm. List the name of the owners and or company officers.

### **1. PROPOSAL SUMMARY INCLUDING ALL REQUIRED GOODS AND SERVICES**

Provide a summary of Proposer's proposal to implement the project including:

The type, name, brand, model number, model year, and required number of units for each piece of proposed equipment required for the project.

The type of installation or professional service required to complete the project, the number of hours. Alternatively, proposals may provide a total cost for installation and implementation services.

### **2. PRICING**

Proposals shall include a detailed pricing quote including the components below and any necessary additional goods or services required to complete the Project. Pricing shall be good for 90 days following the closing date of the RFP.

- Unit price for each piece of equipment
- Unit price for any required software or service license
- Fee schedule for installation and training
- Applicable delivery terms and pricing

- Price for any available warranties
- Fee schedule for ongoing service or maintenance, if proposed
- A description of any applicable discounts

3. PROJECT SCHEDULE AND WORK PLAN

Provide an anticipated timeline for delivery of products, installation, and completion of Project.

4. PROJECT STAFFING

Provide a list of staff who will work on the project information on the background and credentials of key staff.

5. CUSTOMER SERVICE/ ONGOING MAINTENANCE AND SUPPORT

Provide a description of proposed customer service plan including any ongoing maintenance and support proposed including price, duration, and performance standards.

6. REFERENCES

Complete the attached sheet for a minimum of three (3) references.

**EVALUATION CRITERIA**

Village of Hoffman Estates will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. The Village of Hoffman Estates is not obligated to select the lowest price bidder. The Village reserves the right to reject all proposals and to re-publish a new RFP for the project contemplated herein. All responses will be evaluated in the following areas:

**Decision Criteria:**

**Cost:**

All fees and surcharges included

**Time for Completion:**

Estimated time for delivery, installation and completion

**User Experience:**

Functionality and features

Integration with current systems

Training resources

**Public Sector Experience**

**Service & Support**

Warranties

Project communication

Post-Completion maintenance and support

**GENERAL TERMS AND CONDITIONS**

**Required Insurance**

In submission of this proposal, the company/firm is certifying that it has all insurance coverage required by law or would normally be expected for company/firm’s type of business. In addition, the company/firm is certifying that it maintains at least the following insurance coverage:

| <u>Liability Limits</u>              |                   |                  |
|--------------------------------------|-------------------|------------------|
| <u>Type of Insurance</u>             | <u>Occurrence</u> | <u>Aggregate</u> |
| GENERAL LIABILITY                    |                   |                  |
| Bodily Injury                        | \$1,000,000       | \$3,000,000      |
| Property Damage                      | 1,000,000         | 3,000,000        |
| Contractual Insurance-<br>Broad Form | 1,000,000         | 3,000,000        |

| <u>Liability Limits</u>  |                   |                  |
|--------------------------|-------------------|------------------|
| <u>Type of Insurance</u> | <u>Occurrence</u> | <u>Aggregate</u> |
| AUTOMOBILE LIABILITY     |                   |                  |
| Bodily Injury            | \$1,000,000       | \$1,000,000      |
| Property Damage          | 1,000,000         | 1,000,000        |

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

**WORKMEN'S COMPENSATION & OCCUPATIONAL DISEASES:**

Statutory for Illinois

Employers Liability Coverage: \$1,000,000 per accident

NOTE: The specifications may require higher limits or additional types of insurance coverage than shown above and the contractor will be required to furnish a certificate of proof of insurance coverage.

The company/firm further agrees to indemnify the Village and save it "harmless" against and from all loss, damage, expense, liability or claim of liability arising out of the performance of the contractor, any subcontractors or employees in connection with the contract. Contractors and subcontractors are to grant the Village an "additionally insured" status on all applicable insurance policies and provide the Village with original endorsements affecting coverage required by this clause. Said policies will not be canceled unless the Village is provided a thirty (30) day written notice. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim

administration and defense expenses. Nothing contained in the insurance requirement shall be construed as limiting the extent of the contractor's responsibilities for payment of damages resulting from its operations under this.

**Records and Document Retention and Cooperation with FOIA**

Proposer agrees to maintain all records and documents for projects of the Village in compliance with the Freedom of Information Act, 5 ILCS 140/1 *et seq.* In addition, Proposer shall produce records which are responsive to a request received by the Village under the Freedom of Information Act so that the Village may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Proposer shall so notify the Village and if possible, the Village shall request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act due to Proposer's failure to produce documents or otherwise appropriately respond to a request under the Act, then Proposer shall indemnify and hold the Village harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney's fees and penalties.

**Indemnification**

Proposer shall indemnify, defend and hold harmless the Village") from and against any and all losses, claims, liabilities, damages, costs, and expenses (including, without limitation, reasonable attorneys' fees and court costs) arising out of, in connection with or resulting from: (i) the failure to comply with any applicable law or regulation or breach of this Agreement by ode or any of its employees, agents or contractors; (ii) performance of services by Proposer or any of its employees, agents or contractors; (iii) the acts or omissions, including negligence or willful misconduct, of Proposer or any of its employees, agents or contractors.

**Compliance with Laws**

Proposer agrees to all applicable laws and agrees to indemnify and defend the Village against any claims for violation of applicable laws on the part of the Proposer or its agents.

**Consent to Jurisdiction and Venue**

Proposer agrees that any and all disputes, controversies or claims arising under this RFP or any subsequent Agreement between the Proposer and the Village shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court for the State of Illinois located in the Third Municipal District of Cook County, Illinois and the parties hereby consent to the personal jurisdiction thereof.

**FIRM NAME:** \_\_\_\_\_

**REFERENCES**

References from public bodies and for similar projects to that which is described in the RFP shall be prioritized. Please submit a minimum of three (3) references.

**MANDATORY INFORMATION**

BUSINESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
APPROXIMATE DATE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
APPROXIMATE DATE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
APPROXIMATE DATE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
APPROXIMATE DATE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
APPROXIMATE DATE: \_\_\_\_\_