

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

EOC A/V System Upgrade

915-09

880-11

075-02

20-005-KMB



MACON-BIBB COUNTY

ISSUE DATE: July 26, 2019

DUE DATE: August 22, 2019

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible.

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original plus 5 copies) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, August 22, 2019, for **EOC A/V System Upgrade** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, **August 22, 2019**, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor of the Government Center Building at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Pre-Bid

A pre-bid conference is scheduled for **10:00 o'clock a.m., August 5th, 2019** at Macon-Bibb County **EMA** located at 700 Poplar Street, Macon, Ga 31201. This pre-bid is mandatory.

E. Insurance Requirements

A copy of the respondent's Professional Liability/ Malpractice Insurance shall be included with the submission. Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000

F. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

"20-005-KMB- "EOC A/V System Upgrade"

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

kbradley@maconbibb.us

Telephone: (478) 803-0554

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

G. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

H. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

SCOPE OF SERVICES

T Control System:

- Install a complete audio-visual control / management system to handle multiple video and control extension from the audio and video sources to media switcher to destination displays.

- Control system and routing will be managed through an intuitive touch screen system on a wireless tablet device. This is inclusive of, but not limited to A/V system power on and off, audio and video source selection, audio and video source destination routing, volume control, and conference call control.
- The control system will allow a video source to be expanded over multiple screen on the video wall
- The control system will allow either multiple sources on individual screens or a single source on multiple screens
- Control system will be mirrored on existing EOC computer

Display Devices:

Video sources will be able to be visualized on any of the destination displays. These are listed below.

- Main ECC Projector
- Video Monitor on sides of projector screen x 2
- Video Wall x 6
- Policy Room Monitor
- Call Center Monitor
- Conference Room Projector
- Conference Room Monitor

Replace the existing monitor mounts on the 3 x 2 video wall with mounts that access to the rear of the individual displays for service.

Video Sources:

- Cable TV x 4
- Computers x 5

Audio:

Replace existing speakers in ECC to allow for optimal listening experience throughout the area
Install new speakers in the following rooms to allow for optimal listening experience throughout the area

- Executive Policy Group Room
- EMA Call Center
- Conference Room
- Deputy Director's Office
- Administrative Officer's Office
- EMA Volunteer Office
- Director's Office

Installation of in ceiling microphones for conference call allowing for persons in the room to be heard on the phone in the following rooms

- Emergency Coordination Center
- Executive Policy Group Room
- Conference Room

II. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

III. SCORING (total possible number of points = 100)

- Background – Maximum 35 points
- Project Approach – Maximum 20 Points
- Project Timeline – Maximum 20 Points
- Price – Maximum 25 Points

IV. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.