



INVITATION TO BID (Request for Proposal)

6/17/22

PROJECT

Second Floor Audio Visual Upgrade and Microphone Upgrade

PROJECT DESCRIPTION

The Topeka and Shawnee County Public Library is a 21st-century, landmark library; most recently named the *Library Journal's* 2016 Library of the Year in the U.S. and Canada. The Library features the Alice C. Sabatini Gallery, the Millennium Café, Chandler Booktique (used bookstore), free meeting rooms, computer training and Internet access. Located in the heart of Shawnee County, the Library has a collection of more than 450,000 items and serves nearly 100,000 registered borrowers. About 3,000 people walk through the doors daily. Bookmobiles make about 25 stops six days a week traveling across the county and the Library provides services to 40 senior living facilities and 130 homebound individuals. The Digital Branch Library, www.tscpl.org, serves customers' needs 24/7.

The Library is updating the audiovisual needs for our four second floor meeting rooms. This project includes upgrading the projectors, adding mobile connection capabilities, and adding video streaming capabilities.

The Library also needs to purchase updated microphones for our first floor auditorium. Please price the second floor project and the microphone update project as separate projects. Depending on cost, the Library will do one or both projects.

BID RECEIVING

Date: 7/25/22

Time: 3:00pm CST

Place: Menninger Room

Attendance at the bid receiving is not required. Those who do not attend shall ensure the bid is received by the Topeka and Shawnee County Public Library prior to 3:00 PM CST.

TIMELINE OF BID PROCESS

RFP Issued:	Tuesday, June 21, 2022
Mandatory Site Visit:	Coordinated with the Project Coordinator
Submission of Bidder Questions*	Thursday, July 21, 2022
Bid Receiving:	Monday, July 25, 2022 at 3:00 pm CST; bids must be received prior to this time
Board Consideration of Award:	Thursday, August 25, 2022 at 4:00 pm CST; bidders do not need to be present at Board

meeting
Notification of Decision to Bidders: Friday, August 26, 2022 (via email)
Contract Awarded: Friday, August 26, 2022
Project Completion Date: On or before November 1, 2022

*bidder questions must be submitted to the Project Coordinator in writing, preferably by email, and bidders should check the Library's website for the question and answer document after the submission deadline has passed.

OWNER

Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

INSTRUCTIONS TO BIDDERS

PROJECT: Second Floor Audio Visual Upgrade and Microphone Upgrade

DEFINITIONS:

Bidding documents include Invitation to Bid, Instructions to Bidders, and Bid Form including any Addenda issued prior to bid receiving.

ADDENDA:

Addenda are written or graphic instruments issued prior to bid receiving which modify or interpret the bidding documents, including specifications, additions, deletions, clarifications, or corrections.

Prior to bid receiving, Addenda will be posted on the Owner's website and each Bidder recorded by the Owner as having received the bidding documents will be notified.

Bidders shall acknowledge receipt of Addenda on the Bid Form.

Any questions or requests for information by interested bidders must be submitted in writing to the Project Coordinator, preferably by email, and will be posted on the Library's webpage as a public document for anyone's review.

EXAMINATION OF BIDDING DOCUMENTS:

Each Bidder shall examine the bidding documents carefully. Any interpretation or correction will be issued as an Addendum by the Owner. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.

SITE VISIT (Mandatory):

Each Bidder shall have the opportunity to visit the site. The site visit will be held at the Topeka & Shawnee County Public Library. Please schedule the site visit with the Project Coordinator. Acknowledge site visit on the BID FORM.

BID PREPARATION

A single bid will be received for all components of this project.

The Owner is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers' Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Erasures or other changes in a bid must be explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are rejected; and (4) accept the bid that, in the judgment of the Topeka and Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid per the terms of the contract upon bid approval and satisfactory acceptance of all items.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

Mail, deliver or email the BID FORM to: Kim Strube
Chief Financial Officer
Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
kstrube@tscpl.org

If submitting a paper BID FORM, enclose the BID FORM in a sealed opaque envelope bearing the legend:

BID FORM

Project: Second Floor Audio Visual Upgrade and Microphone Upgrade
Bidder: (your company name)
Address: (your company address)

Please note email submission of BID FORMS is not secure, unless initiated in that manner by the Bidder. All documents in an emailed bid must be in read-only pdf format. Please contact Kim Strube if you do not receive an email confirming receipt of your bid form.

COORDINATOR: The Coordinator shall assume general coordination and direction of the project. The Coordinator is:

Name: David King
Title: Digital Services Director
Voice: 785-580-4601
Fax: 785-580-4496
Email: dking@tscpl.org

BIDDER'S REPRESENTATION:

The Bidder, by responding to this bid, represents that

1. The Bidder read and understood the INSTRUCTIONS TO BIDDERS.
2. The Bidder carefully examined all bidding documents pertaining to the project.
3. The Bidder acknowledges receipt of Addenda, if any.
4. The Bidder acknowledges completion of site visit.

BID RECEIVING:

The Owner will receive and publicly open and read bid proposal forms at the time and place indicated in the INVITATION TO BID.

The bid proposal shall include all costs for this project.

No oral or telephone bids will be considered. Modifications by telephone will be considered only on BID FORMS delivered to Owner prior to time set for bid receiving.

BID WITHDRAWAL:

A Bidder may withdraw a BID FORM in writing, including via email, to Owner prior to time fixed for bid receiving.

Unless otherwise provided in any supplement to these INSTRUCTIONS TO BIDDERS, no Bidder shall modify, withdraw, or cancel the bid, or any part thereof, for thirty (30) calendar days after the date for receiving bids.

AWARD OF CONTRACT:

The approved bidder must be prepared to provide a service/purchase contract upon

notification of bid approval. A contract will be awarded as soon as possible to the responsible Bidder submitting the lowest acceptable bid, provided:

1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner's financial budget for the project.
3. The contract is legally acceptable.

REJECTION OF BIDS:

The Bidder acknowledges the Owner's right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner's right to reject any bid, which fails to submit the data required by the bidding documents or is in any way incomplete or irregular. An award to the lowest Bidder is not required.

PROPOSED SCOPE OF WORK:

The Library is updating the audiovisual needs for our four second floor meeting rooms. This project includes upgrading the projectors, adding mobile connection capabilities, and adding video streaming capabilities. The Library also needs to purchase updated microphones for our first floor auditorium. Please price the second floor project and the microphone update project as separate projects. Depending on cost, the Library will do one or both projects.

SPECIFICATIONS:**Second Floor Meeting Rooms:**

There are four meeting rooms on the second floor of the library. Each meeting room has an existing manual projection screen, computer, and touch screen controller. Each room will receive a technology update to enhance audio-visual presentations and enable videoconferencing through a software codec. People using the meeting room need the ability to connect a laptop or a mobile device using a cable to the wall, or by using a wireless connection.

Needs include:

1. Projection screens: Inspect current pull-down screens and recommend reuse or replacement if needed.
2. Projector: Projector must be a minimum 5,000 ANSI Lumens, 16:10 Aspect Ratio. The vertical pole is to be inspected and adjusted as necessary. The Projector should have a new mount to connect to the pole if required.
3. Input: A new wall plate with one HDMI and one USB input will be installed near the existing input location. The USB Input in the wall plate will connect to the USB input of the computer to be used for USB Drives, presentation advancers, and similar accessories.
4. Wireless input: Meeting room users also need the ability to connect laptops and mobile devices to the projector using a wireless connection.
5. Source: A small form factor personal computer will be securely mounted above the ceiling or inside existing case. The computer will come with a wireless keyboard and mouse.
6. Control: Control of the complete system shall be from a small color touch panel currently located on the wall. The existing panel is to be reused if it can provide complete control of the system. Alternatively, the panel will be replaced with a new touchscreen control panel if required for full system control.
7. Audio Speakers: Recommend reuse of current meeting room audio speakers, adding additional speakers, or speaker replacement as needed.

8. Cameras: A PTZ Camera mounted on the wall or ceiling above the display will connect to the installed computer for web conferencing. The camera will be controllable via the touch panel with four presets. USB Extenders will be supplied as needed.
9. Microphones: Microphone must accommodate up to a 25' radius with highly intelligible audio for videoconferencing applications. Microphone extenders will be supplied as needed.

Microphones for 1st Floor Auditorium

We need to replace microphones in our first-floor auditorium space. These include a variety of handheld, wired and wireless microphones, receivers, and transmitters. They will need to work with our existing Crestron A/V system.

Microphones/Equipment needed:

- Shure MXWAPT4 4-Channel Access Point Transceiver (2 of these)
- Shure MXWNCS4 4-Port Networked Charging Station (2 of these)
- Shure MXW1/0 Bodypack Transmitter with integrated Omni Mic & 4-Pin Mini (3 of these)
- Shure MXW2/SM58 Handheld Transmitter with SM58 Microphone (3 of these)
- Shure WL185 Cardioid Condenser Lavalier Microphone (3 of these)
- Shure MX415LPDF/C 15" Cardioid Dualflex Gooseneck Microphone with bi-color status indicator (4 of these)
- Shure MX400DP Desktop Base (1 of these)
- Shure MXW8 Desktop Base Transceiver (3 of these)
- Shure MXWAPT8 Access Point Transceiver – 8 Channel (1 of these)
- Shure MXWMCS8 8-port Networked Charging Station (1 of these)
- All cables, peripherals, Installation, testing, and programming into current system.

BID FORM – Single Contract

Owner: Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

Bidder Name:

Base Bid:

In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide equipment, installation, and training for the Second Floor Audio Visual Upgrade Project and the Microphone Upgrade Project:

Complete Project (Second floor and Microphones together):

	Quantity	Unit Cost	Total
A. Hardware	_____	_____	_____
B. Installation/On-site work	_____	_____	_____
C. Shipping/handling/delivery fees	_____	_____	_____
D. Training	_____	_____	_____
TOTAL BASE BID			

Second floor Project only:

	Quantity	Unit Cost	Total
A. Hardware	_____	_____	_____
B. Installation/On-site work	_____	_____	_____
C. Shipping/handling/delivery fees	_____	_____	_____
D. Training	_____	_____	_____
TOTAL BASE BID			

Microphone Project only:

	Quantity	Unit Cost	Total
A. Hardware	_____	_____	_____
B. Installation/On-site work	_____	_____	_____
C. Shipping/handling/delivery fees	_____	_____	_____
D. Training	_____	_____	_____
TOTAL BASE BID			

ADDENDA

Receipt is acknowledged of Addenda numbers _____.

MANDATORY SITE VISIT: A representative visited the site. **YES** _____ **NO** _____

TIME OF COMPLETION

The undersigned agrees to deliver the specified equipment within _____ calendar days from the date of the award of Contract. It is the Owner's desire that the project be completed rapidly. Time of Completion will be given strong consideration during the evaluation of bids.

MAINTENANCE CONTRACT

Cost to extend maintenance beyond the warranty period. \$ _____

DECLARATION

The undersigned hereby declares the bid specifications have been carefully examined and this proposal is submitted in compliance therewith. The undersigned understands that competence and responsibility, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in the Owner's best interest to do so.

Authorized Representative's Signature

Date

Title

Telephone

Company

Fax

Street Address

E-Mail

City/State/Zip