



March 11, 2024

## RFP: Audio/Video Broadcast System

The City of Rexburg is seeking proposals from qualified and experienced vendors to provide and install a comprehensive Audio/Video Broadcast system. This system is intended to enhance the capabilities for in-person City Council Meetings along with broadcasting them for the City of Rexburg.

**Proposals are due by 4:00 pm mountain time on Thursday, April 25, 2024.**

### A. Introduction

The City of Rexburg -- "America's Family Community" -- is in southeast Idaho. Rexburg is home to Brigham Young University-Idaho and boasts a population of over 40,000. Rexburg is the fourth fastest growing small town in the nation.

The City of Rexburg is seeking proposals to replace or retrofit the current A/V system. The submitted proposal may address one or the other or both.

The current audio/video broadcast system is based on aging equipment which needs to be upgraded or replaced. The existing system – although functional – lacks integration with the current broadcast systems such as Zoom and Teams.

### B. Objective

The City of Rexburg is seeking a qualified entity to design, supply, install, and support a modern Audio and Video System. The goal is to implement a system that makes the meetings and training in the room a seamless system integrating with the current projector and speakers.

### C. Requirements

#### Audio/Video Broadcast System

The current A/V system is based on aging amplifiers and microphones along with a separate live broadcast streaming platform.

#### Hardware Requirements

- Multiple Cameras to show Audience and Council Members that are auto positioning and tie into the PC for streaming
- Ceiling microphones, gooseneck microphones with mute, handheld microphone, lapel

microphone

- Video wall connected to multiple computers to show files to audience
- Small touchscreen tablets/monitors for each council seat to view presentations
- Control system to be able to broadcast live on zoom or other platforms seamlessly
- Integrated recording light
- Multiple HDMI connectivity to allow outside presenters to tie into system
- Main control system will be in back room of council chambers and need a gooseneck mic with mute

### Training and Support

- Training for system administrators.
- On-going technical support and maintenance.

## D. Installation

The audio video system impacts virtually every department and employee at the City. Proposals should include an implementation and training schedule that mitigates the impact on City staff and their service to the community.

## E. Integration

This system needs to be ADA compliant if possible. It needs to meet the standards for hard-of-hearing and deaf participants and the ability in real-time to translate into foreign languages such as Spanish. Ideally, the ADA portion would be portable so it can be used in other venues.

Elaborate on how your proposed system will integrate with existing systems, hardware, and network. Specify what will be replaced and what will remain.

## F. Maintenance and Support

Describe your recommended maintenance and support services if any. Include details related to response times and after-hours availability. Include pricing for multi-year contracts.

## G. Eligibility

Preference will be given to Idaho based companies, but the final decision will ultimately be based on the vendors' ability to deliver a system that most fully meets the requirements outlined above.

The City of Rexburg reserves the right to reject any or all proposals and to award the contract in the best interest of the city.

## H. Proposal Content

1. Cover Letter
2. Company Profile
  - Include the number of years in business, the number of employees, and introduce the design and support team members that would be assigned to this account.
3. Detailed Proposal
  - Describe the components needed to fulfill the above requirements and how they would be deployed and integrated
  - We would like to have the Proposal split into sections so if the Council wants they can pick specific things. For example, 1<sup>st</sup> Priority would be Sound System, 2<sup>nd</sup> Essential Video and Broadcast, 3<sup>rd</sup> Extras like Tablets and TV Wall/Screen if possible
  - Include a design and deployment schedule.
4. Cost Proposal

The cost of the audio video system should be itemized by components. Include software licensing and any on-going maintenance and support costs. (1-, 3-, and 5-year pricing)

5. References

Include at least three references, preferably municipalities and/or installations equivalent to the City of Rexburg.

## I. Proposal Timeline

Anticipated timeline for the RFP process:

March 11, 2024	RFP Sent out
April 25, 2024	RFP Responses Due
May 13 - May 24, 2024	RFP Finalists Interview
April 29 - May 10, 2024	Evaluations and Proofs-of-Concept [Optional]
May 10 - Aug 21, 2024	Present options and recommendations to City Council
Aug 22, 2024	Award Contract
Oct 1, - Dec 31, 2024	Deployment of new System

The City of Rexburg reserves the right to adjust the timeline if necessary.

## J. Evaluation Criteria

Company has a demonstrated ability to deliver the desired requirements.

Proposed system is financially feasible for the City of Rexburg.

Proposed system meets the requirements to the satisfaction of City staff and the City Council.

Overall, proposals will be sorted based on price, provider qualifications, and a solution matching the City's needs. The City will further evaluate the proposals with a series of product and service assessments which may include phone interviews, site visits, proof-of-concept engagements, and calls and/or visits to references.

The results of these activities will be compiled and a recommendation will be made to the City Council. The Council will vote on a solution. Based on the discussion with Council and the subsequent vote, a contract may or may not be awarded.

## K. Submission of Proposals

Proposals should be submitted via email to [todd.smith@rexburg.org](mailto:todd.smith@rexburg.org). Attachments will be in PDF format and less than 20 MB and no more than 30 pages in length. Links to documents or folders are acceptable.

Hard copies may be mailed to:

**Audio/Video Conference System RFP  
C/O City of Rexburg (Todd Smith)  
35 North 1<sup>st</sup> East  
Rexburg, ID 83440**

**Proposals are due by 4:00 pm mountain time on Thursday, April 25, 2024.**

## L. Contact Information

Inquiries should be directed in writing via email to Todd Smith ([todd.smith@rexburg.org](mailto:todd.smith@rexburg.org)). Depending on the response required, responses may come in the form of an email, phone call, or video/conference call. Details for these types of communication will be distributed as needed.

## Appendix A: Existing System Components

<u>Type</u>	<u>Notes</u>
Ceiling Speaker	8 speakers
Gooseneck Mic	10 on Council Dias
Recording Light	1
Boxcast Pro Broadcast system PTZ Optics Camera	1
Tabletop Boundary Mic	2
Shure SLX4 receivers	2
Handheld and Head Mic with receiver	1
Mixer SCM800	1
Mosfet Amplifier	1
Key Digital Switch KD-8x8CSA	1
Key Digital Controller KD-MC1000	1
Vivatek WUXGA Projector	1