



## Kent County Information Technology

Request for Proposal  
Number RFP 19-IT-01

### Audiovisual Presentation, Signage, and Streaming Equipment Upgrade

Kent County Levy Court  
Information Technology  
555 Bay Rd  
Dover, DE 19901

**Original Published Date: 01/09/2019**

**Mandatory-Notice of Intent to Submit Proposal Form: 01/31/2019 03:00 pm**

**Mandatory-Pre-proposal meeting Date: 02/07/2019 10:00 am**

**Proposal Deadline: 03/15/2019 03:00 pm**

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## **1. Introduction and Schedule of Events**

### **1.1. Purpose of the Request for Proposal (RFP)**

The Kent County Information Technology Office is requesting proposals from qualified vendors to **design, install, and upgrade** the existing audiovisual (AV) equipment located in our Administration Building and **provide ongoing support and maintenance** post installation. This includes equipment in our media studio for the production of live streaming and on demand video content; and existing AV equipment to support sound reinforcement and recording for the Council Chambers, Caucus Room and Conference Rooms.

### **1.2. Scope of the RFP**

This Request for Proposal (RFP) contains the instructions governing the requirements for a proposal to be submitted by interested vendors, the format in which proposal information is to be submitted, the material to be included therein, the requirements which must be met, and the vendor's responsibilities.

### **1.3. Right to issue RFP's**

The County reserves the right, at its sole discretion, to issue RFP's for similar work, for other disciplines or types of work, and for other work orders as the need may occur. The County also reserves the right to issue work orders to other audiovisual / Information Technology firms under Term contracts at its sole discretion, based on the County's evaluation of each firm's qualifications, expertise, current workload, capabilities, performance record, location or distance to the work, and other factors as may be pertinent to the particular work order.

### **1.4. Issuing Office and Proposal Contact**

The issuing office and mailing address is:

Kent County Administrative Complex  
Information Technology Room A235

Attn: Mark Kennedy

555 Bay Rd

Dover, DE 19901

Email contact – [it.rfp@co.kent.de.us](mailto:it.rfp@co.kent.de.us)

Phone Contact – 302.744.2355

**1.5. Schedule of Events**

Listed below are important dates by which actions must be taken or completed. Times noted are Eastern Standard Time.

Actions	Complete by Date/Time
Advertisement in local newspapers	1/09/19
Initial Posting of RFP on County website; distribution to all vendors who have expressed interest or are on a specific vendor mailing list	1/09/19
Mandatory - Notice of Intent to Submit Proposal Form due date	1/31/19 3:00 pm
Mandatory - Pre-proposal meeting & Site Tour - Room 221	2/07/19 10:00 am
Deadline to submit questions via E-Mail	2/21/19 3:00 pm
Answers to questions posted on website and acknowledgment sent via e-mail	2/28/19 4:00 pm
Proposal submission deadline	3/15/19 3:00 pm
Proposal Opening	3/15/19 3:00 pm
Proposal review, verification of references, Site visits, vendor interviews, discussions, negotiations, demonstration and estimate.	4/15/19
Projected vendor selection	4/30/19

**1.6. Intent to Submit a Proposal**

All vendors must complete the Notice of Intent to Submit a Proposal Form that is attached in the appendix 9.1 if they intend to participate in the RFP process. The completed, signed and dated form must be submitted by one of the three methods on or before **3pm on January 31, 2019 (1/31/19)**.

- Hand delivered to issuing office in section 1.4
- Sent via certified mail to the address referenced in section 1.4 post marked no later than **3pm on January 31, 2019 (1/31/19)**.
- Email a scanned image of the signed form to email address referenced in section 1.4

Kent County will issue a confirmation e-mail to each respondent vendor stating the notice of intent was received. Vendors are responsible for ensuring their Notice of Intent to Submit a Proposal Form is received and the confirmation email was sent no later than the Notice of Intent to Submit Proposal Form due date.

**1.7. Submission Checklist**

A submission checklist is provided in appendix 9.2. This document lists all required forms and documents that must be submitted with a proposal.

**2. Current Equipment and Operations**

The County’s Administration Building, has a Levy Court Chamber, a Caucus Room, two (2) Conference Rooms, and a Media Studio. They are currently equipped with aged AV, Video Production, and Digital Signage equipment. The existing audiovisual systems are past their useful life relative to user expectations for capabilities and performance. The video production equipment is capable of only standard definition video in the old 4:3 aspect ratio. This older system

Audiovisual Presentation, Signage and Streaming Equipment Upgrade requires only one individual to operate. The County does not intend to increase the number of people needed to operate the recording, archiving, and streaming activities demanded of the system. The goal is to have the system's operational requirements remain at one person for a given event in the space. In addition the County would also like to upgrade the AV systems in the Levy Court Chambers, Caucus Room and 220-Conference Room. And install new AV equipment in a second 221-Conference Room.

**The Levy Court Chambers** currently consists of the following Input and Output Sources:

Inputs:

- 2 Desktop Computers on the dais.
- 3 Laptop VGA Connectors – 2 on the dais. 1 in the center stage floor box.
- 22 Desktop Mics (Shure, 18”, Push-To-Talk)
- 2 Podium Mics (one on each Podium)
- 15 Dais Mics (one on each station)
- 5 Wireless microphones - (2 handheld, 3 lapel).
- 1 Cable TV Tuner
- 1 DVD Player
- 1 VHS Player/Recorder
- 4 PTZ Cameras

Output Destinations:

- 1 Assistive Listening Device
- 3 Displays - 50” Plasma Monitors. (Displays PTZ Camera Video and Computer Sources via Extron RGB and AV switchers)
- 2 Projectors & Screens (Panasonic projectors, Stewart Film Screens)
- Audio system
- 21 Ceiling Mounted Speakers in Council Chambers
- Marantz Digital Audio Recorder
- VHS Recorder/Player
- Control System:
  - 1 Crestron Pro2
  - 2 TPS4500 Crestron Tabletop Touch Panels

**The 220-Conference Room** currently consists of the following Input and Output Sources:

Inputs:

- 1 Podium Mic
- 1 Wireless Mic – Lapel
- 1 Cable TV Tuner
- 1 Object Imager (VGA Connection) - On Front Credenza
- 1 Auxiliary Laptop (VGA & Audio Connector) – On Front Credenza
- 1 Desktop Computer (VGA & Audio Connector) - On Front Credenza
- 1 Laptop (VGA & Audio Connector) – On Podium
- 1 CD Player - On Front Credenza – (not required to be replaced or reused)
- 1 DVD Player - On Front Credenza - (not required to be replaced or reused)

Audiovisual Presentation, Signage and Streaming Equipment Upgrade

- 1 VHS Player - On Front Credenza - (not required to be replaced or reused)
- LC Chamber PTZ Camera Video Feed – (routed from Media Center)
- Media Center Studio Camera Feed - (not required to be replaced or reused)

Output Destinations:

- 12 Ceiling Speakers
- 2 Front of Room Program Audio Speakers
- 1 Projector and Screen ( Panasonic & Stewart Film Screen)

Control System:

- 1 Crestron Pro2
- 1 STX1700C Crestron Wireless Tabletop Touch Panels

**The Caucus Room** currently consists of the following Input and Output Sources:

Inputs:

- 10 Table Top Mounted Boundary Mics – On Boardroom Table - (not required to be replaced or reused. However if replaced the holes in the board room table will have to be filled.)
- 1 Cable TV Tuner
- 1 Object Imager (VGA Connection) - On Front Credenza
- 1 Auxiliary Laptop (VGA & Audio Connector) – On Front Credenza
- 1 Desktop Computer (VGA & Audio Connector) - On Front Credenza
- 2 Laptop (VGA & Audio Connector) – On Boardroom Table
- 1 DVD Player - On Front Credenza - (not required to be replaced or reused)
- 1 VHS Player - On Front Credenza - (not required to be replaced or reused)
- LC Chamber PTZ Camera Feed - (routed from Media Center)
- Media Center Camera Feed - (not required to be replaced or reused)

Output Destinations:

- 8 Ceiling Speakers
- 2 Front of Room Program Audio Speakers w/Sub-Woofer
- 1 Projector and Screen (Panasonic & Stewart Film Screen)

Control System:

- 1 Crestron Pro2
- 1 STX1700C Crestron Wireless Tabletop Touch Panels

**The Media Center & Digital Signage System** (Admin. Bldg. 1st Floor, 2nd Floor; Recreation Center, Public Library Lobbies) currently consists of the following:

Inputs:

- 1 Digital Signage Player – In Media Center
- 1 Digital Signage Player – At Kent County Public Library (remote access)
- 1 Digital Signage Player – Kent County Recreation CTR.(remote access)
- 1 Extron AV Matrix Switcher (4 LC Chamber PTZ Cameras)
- 1 Desktop Computer w/ Adobe Premiere for Video Editing and Production
- 2 Sony Video Recorders/Players
- 1 Analog Video Camera on Tripod

Output Destinations:

- 3 50" Plasma Monitors – In Entrance Lobby
- 1 50" LCD Monitor – Kent County Public Library (at Remote Location )
- 2 65" LCD Monitor – Kent County Recreation CTR. (at Remote Location )
- 220-Conference Room and Caucus Room Projection Systems

**The Streaming Media System** (Data Center & AV closet) consists of the following:

Inputs:

- 4 PTZ Cameras – In Levy Court Chamber
- Program Audio Feed from Clear XAP DSP – In Levy Court Chamber
- LC Desktop Computer / Laptop Feed – In Levy Court Chamber

Outputs:

- Sonic Foundry Mediasite – RL Streaming Media Recorder – In Levy Court AV Closet
- Sonic Foundry Mediasite – Streaming Media Server – In I.T. Data Center

**The 221-Conference Room** currently has no AV equipment:

### 3. Proposed Systems

Vendor must be able to provide a complete high-definition video streaming solution as well as upgrading dated audiovisual equipment as described in the following sections. Installation and training must be provided to the County's satisfaction. Warranty information shall be included in proposal.

This project will seek to replace the current audiovisual and streaming equipment. The primary use of the streaming equipment is for the production of live and on-demand playback on the County's streaming system over the web. This project will also upgrade aged audio equipment for improved meeting presentations, streaming and recording capabilities.

Vendor will propose a design outlining desired equipment for Kent County's, Levy Court Chamber, two (2) conference rooms (220 & 221), a boardroom (Caucus Room), a Media Center, lobby displays, and a streaming media system. The streaming system provides live broadcasts of the Levy Court Council meetings directly from the Levy Court Chamber.

#### 3.1 Scope of Work

This RFP is for an engineered system upgrade design, equipment selection, installation, and integration with current equipment as needed.

This upgrade will:

- Create a high-quality, high-definition, streaming and recording system that will be used for live and on-demand programming. The goal is to have the system's operational requirements remain at one person for a given event in the space.



- To the extent possible, integrate some of the existing AV equipment / furniture with proposed AV equipment / furniture; however, quality of performance should not be sacrificed.
- Be intuitive, user friendly and require only novice level training to operate.

Vendors should evaluate the Levy Court Chamber, Media Center, Caucus Room and Conference Rooms and provide an engineered solution to replace the systems currently in place and upgrade the rooms with state-of-the-art cabling, recording, networking, video, audio and streaming equipment as needed.

Proposals will include installation, configuration and programming of equipment, including any needed cabling installation and electrical work.

Proposals will provide separate pricing for ongoing maintenance, support and training services to include a Term-Contract option and a Time-&-Materials option.

The Vendor shall provide staff training on the use of the entire system. Service after the sale is very important. The Vendor must be able to provide on-site service within 24-48 hours for service calls and resolution within four business days. Vendor must also be able to provide a minimum of five years of ongoing support and maintenance for all installed equipment. Maintenance shall include installing firmware and software updates

Proposals shall clearly indicate any work or equipment including, but not limited to, electrical, lighting, A/C, networking, data storage and space requirements that will not be furnished by the Vendor under the contract.

### **3.2 System Requirements**

The following should be incorporated into the design.

- Networking of AV Equipment for better operation, monitoring and maintenance.
- Meeting Room Management and Scheduling System/Software
- Video Conferencing & Teleconferencing –
  - Intra-Organizational between internal County Facilities and offices.
  - Inter-Organizational with external organizations.
  - Levy Court Chamber – Teleconferencing Only
- (Include as an option to the proposal and priced separately) Repositioning of current Levy Court Chamber projectors and screens for better audience viewing. (more front central without much disruption to room aesthetics; 16:9 aspect ratio format; Screen size adjustment is considerable)
- (Include as an option to the proposal and priced separately) Install Podium and Dais desktop monitors for personal viewing of presentation material. (Levy Court Chamber)

**Suggested equipment contained herein is for comparable purposes and meant to be used as a guide. Reasonably compatible equipment can be substituted (\*\*unless indicated) .**

1. INSTALLATION OF A COMPLETE VIDEO CAMERA SYSTEM IN LEVY COURT CHAMBER AND ANY ADDITIONAL EQUIPMENT REQUIRED TO ENABLE LIVE STREAMING. System should be programmable with manual operation override capabilities. Streamed image should be an auto / manual switched 4 camera video; program audio; and computer image input. Output should be a side-by-side or picture-in-picture display format.

(1) Streaming Media System

- Input (2) HDMI/VGA (from chamber room computers).
- Input (4) HD-SDI (from PTZ Cameras)
- Input (1) Program Audio from Levy Court Chamber DSP/Mixer
- Output (1) HD/SD to Streaming Server
- Output (1) HD/SD to External Video Monitor
- Output (1) HD/SD to External Video Feed to Lobby Monitors, Conference Rooms and Caucus Room. Media Center to control distribution of these feeds.
- Output (1) HD/SD to video recorder (if external)

(4) Programmable and Remote Controlled PTZ Cameras

(4) PTZ Cameras must be smart-switched into a single video feed for streaming and overflow room display. *(Mic activated camera switching via Crestron programming is what's currently being used)*

(1) PTZ Camera Controller / Controller-Switcher for Manual Operation

(1) 150gb (or higher) of SSD Storage for video recording (internal or external)

(1) UPS/Power Conditioner

- Audio Monitor Pair (for Media Center Monitoring – Existing Audio Monitors can be used)
- Video Monitor(s) External (Monitors for Media Center Viewing) – Web Based Monitoring is acceptable

2. REPLACEMENT AND/OR REDEPLOYMENT OF EXISTING AUDIO EQUIPMENT and any additional equipment required to enable sound amplification and recording of proceedings. (The redeployment of existing equipment must be feasible from a cost, compatibility and life expectancy standpoint.)

3. INSTALLATION OF NEW CONTROL SYSTEMS – **\*\*Crestron (required)\*\***

- Control Unit to manage AV in Levy Court Chamber, Caucus Room and Conference Rooms.
- Control Unit Touch Panels for Levy Court Chamber, Caucus Room and Conference Rooms (*wall mounted touch panels acceptable for all rooms except Levy Court Chamber*)

4. UPGRADE/INSTALLATION OF CAUCUS ROOM AV

- Replacement of boundary mics (*Ceiling or horizontal array mics also acceptable*)
- “Mics Active” Recording Alert Sign (*can remain if compatible with new equipment*)
- Table Tops Connection Plates (*VGA, HDMI, etc.*)
- Program Speakers and Ceiling Speakers seem to be in good working order. (*can remain if compatible with new equipment*)
- Replacement of Amplifier.
- Control System Touch Panel or web control interface to monitor, turn on/off recording and AV
- New Digital Audio Recorder system (a server based system is acceptable)
- Replacement of Projector
- Replacement of Screen to 16:9 aspect ratio if feasible.

5. UPGRADE/INSTALLATION OF 220-CONFERENCE ROOM AV

- Program Speakers and Ceiling Speakers seems to be in good working order. (*can remain if compatible with new equipment*)
- Replacement of Amplifier.
- Connection Plates in Credenza, Podium and/or Wireless (VGA, HDMI, etc.)
- Replacement of Projector
- Replacement of Screen to 16:9 aspect ratio if feasible.
- Program Speakers (if deemed necessary)
- Connection Plates in Wall and/or Wireless (VGA, HDMI, etc.)

6. INSTALLATION OF NEW AV EQUIPMENT IN 221-CONFERENCE ROOM  
(*needed equipment and design discretion is left up to the vendor.*)

- Program Speakers / Amplifier
- Projector Screen 16:9 aspect ratio if possible.
- Large LCD Screen with sound is acceptable in lieu of above (221 Conference Room - new equipment).
- Connection Plates (VGA, HDMI, etc.)

7. UPGRADE/INSTALLATION OF DIGITAL SIGNAGE SYSTEM

- Upgrade of Digital Signage network which displays bulletins on screens in Admin Complex, Public Library, and Recreation Center.
- Replace (6) LCD Displays in Admin Complex
- Replace (1) LCD Display in Public Library (*Display located behind circulation desk.*)
- Integrate Existing (3) LCD Displays in Recreation Center

8. EVALUATE CURRENT CABLING FOR HD VIDEO DISTRIBUTION.  
(*If necessary update*)

- Cabling/routing for HD video in needed locations.
- Also include cable management system hardware as needed to make cabling aesthetically pleasing and accessible for maintenance.

9. EXISTING EQUIPMENT.

- Integrate (where reasonably useful) current audiovisual equipment into proposed solution. (discretion is left up to the vendor and should be clearly indicated in proposal.)

10. MISCELLANEOUS EQUIPMENT.

- Any additional hardware and cabling required for complete installation.
- All cables, connectors, amplifiers, and miscellaneous products not specified in RFP but necessary for project completion must be provided by the contractor.
- Provide backup UPS/power surge system(s) as needed. Vendor is to provide recommendations on what equipment should be protected. The primary objective is to protect the equipment from power outages and spikes. The backup UPS/power surge system(s) should be able to keep the equipment running in the event of a power outage. The UPS should be able to run the equipment up to a one-half (1/2) hour without electricity.

11. TRAINING.

- Train four staff members initially, provide semi-annual training only as needed.
- Describe training option(s) available. Include number of hours provided as well
- as cost on each option.

12. COMPLETE INSTALLATION, PROGRAMMING, AND LABOR COSTS FOR ALL SOFTWARE AND EQUIPMENT.

- All operating and maintenance manuals, files and programming are to be included.
- Vendor to provide documentation and drawings of configuration and digital source files for the systems.

13. INCLUDE INFORMATION DESCRIBING MAINTENANCE SUPPORT PROVIDED BY VENDOR. *(Include average turnaround time and fee schedule.)*

**3.3 Installation & Disposal**

The Vendor shall be responsible for the storage, handling, and disposal of materials in accordance with the installation specifications and conditions of the manufacturers' and warranties. The vendor shall provide a separately-priced proposal option for the disposal of existing equipment as listed in appendices (Section 9.4).

At the time of installation, systems will be rejected if they have defects, flaws, or damage incurred during manufacture, transportation, storage, or handling. Damaged material shall be removed and replaced at no additional cost to the County.

Vendor shall estimate how long installation will take in order to plan for any interruption to the County's broadcast schedule. Systems shall be installed on appropriate mounting hardware. Systems shall be installed by manufacturer-trained personnel.

The Vendor shall perform operational tests to demonstrate 100% functionality.

**4. Rules Governing Competition**

**4.1. Questions Regarding the RFP**

Vendors requiring clarification of the intent or content of this RFP or on procedural matters regarding the proposal process may request clarification by submitting questions in writing via email as identified in section 1.4 of this RFP. Questions can be submitted up until the Deadline to Submit Questions via Email as identified in section 1.5 Schedule of Events. Questions and answers will be posted on: [www.co.kent.de.us](http://www.co.kent.de.us), Under Public Notices, select Requests for Proposals/Quotes the RFP's & RFQ'S section.

#### **4.2. Vendor Pre-Proposal Meeting & Site Tour**

A vendor's pre-proposal meeting and site tour is **mandatory** and will be held as specified in section 1.5 Schedule of Events. Attendance is **mandatory** and vendors are required to attend in order to submit a proposal. The meeting will be held at:

Kent County Administrative Complex  
Conference Room 221  
555 Bay Rd  
Dover, DE 19901

#### **4.3. Addenda to the RFP**

The County may modify this RFP by issuance of one or more addenda to all parties known to have been furnished the RFP. Addenda will be published on [www.co.kent.de.us](http://www.co.kent.de.us) and an email will be sent to all vendors who timely submitted their Notice of Intent to Submit Proposal Form in accordance with the requirements of this RFP.

#### **4.4. Submission of Proposals**

Proposals should be prepared and written in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive binding, colored displays, promotional materials, etc., are not necessary and should not be included with your response. Marketing material can, however, be sent separately or it can be delivered at the pre-proposal meeting.

Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of the content. Detailed instructions for the format and content of submitted proposals are outlined in Section 7 Proposal Response Format.

##### **4.4.1. Alternate Proposals**

Vendors may submit alternate proposals in addition to their main proposal. Alternate proposals must be clearly marked "ALTERNATE" and must be prefaced with a brief explanation of the vendor's purpose for submitting an alternate proposal. The alternate proposal may be in abbreviated form following the same format but providing only those sections that differ from the original proposals. The same number of copies must be furnished for alternate proposal as it was for the original proposal as specified in the RFP.

The inclusion of different price/cost options for a given configuration does not constitute an alternate proposal.

##### **4.4.2. Incurred Expenses**

Costs incurred by the vendor for developing proposals and/or travel to any proposal meetings are entirely the responsibility of the vendor and shall not be chargeable for reimbursement by the County.

#### **4.4.3. Completion of the Proposal**

Vendor proposals shall be completed in all respects as required in the Proposal Response Format section of this RFP (section 7). The proposal shall contain all required cost information.

#### **4.4.4. Vendor Representative's Signature**

The proposal shall be signed and dated by an individual who is authorized to bind the vending firm contractually. The signature must indicate the title or position the individual holds in the firm. Vendors who sign their contracts with the name of the firm must provide the name of the corporate officer for signature validation by the County.

#### **4.4.5. Delivery to the County**

Vendor must submit one (1) original and three (3) paper copies and one (1) electronic copy on CD-ROM in PDF format. The original copy must contain an original signature and must clearly be marked "Master Copy". The other two (2) paper copies shall each be marked "Copy". Mail or deliver written proposals to the address referenced in Section 1.4.

Proposals must be sealed and clearly marked with the vendor's company name and Proposal #19-IT-01 Audiovisual Presentation, Signage and Streaming Media Upgrade.

Proposal will be date and time stamped as it is received by the County. Proposals must be received no later than **March 15, 2019 at 3pm** (3/15/2019).

Vendors are responsible for ensuring their proposals are received on time. No E-mail, telegraphic, telephone, or facsimile proposals will be accepted.

#### **4.4.6. Withdraw, Resubmission, or Modification of Proposals**

A proposal may be withdrawn by a vendor's authorized representative any time prior to the proposal submission deadline, as specified in section 1.5 Schedule of Events. Requests for withdrawal must be in writing, signed by the vendor's authorized representative, and submitted to the address in section 1.4 of this RFP. The vendor may thereafter submit a new or modified proposal prior to the date and time specified in section 1.5 Schedule of Events. Modification offers after the due date in any other manner, oral or written, will not be considered.

#### **4.5. Acceptance and Rejection of Proposals**

Kent County reserves the right to: reject any or all proposals, or any part thereof; and/or waive any irregularities; and/or accept the proposal that is in the best interests of the County.

The County may reject any or all proposals or parts of proposals, when in the County's reasoned judgment the public interest will be served thereby.

**4.6. Proposal Evaluation & Selection**

Proposals will be evaluated in accordance with the process described in Section 6 Evaluation and Award of Contract of this RFP. The successful vendor may or may not be the lowest cost proposal submitted. The proposal awarded the contract will be posted on the Kent County's website after selection has been made.

**4.7. Ownership of RFP materials**

All materials submitted in response to this RFP will become the property of Kent County. The Master copy shall be retained for official files and will become a public record after award of the contract.

**5. Terms and Conditions**

**5.1. Contract Type**

The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract for goods and services.

**5.2. Governing Laws and Venue**

The laws of the State of Delaware will govern any contract entered into between the County and the selected vendor. Venue for any action under such contract shall be in Kent County, Delaware.

**5.3. Acceptance of RFP Content**

The contents of this RFP, and of the successful vendor's proposal, will become contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

**5.4. Insurance**

Vendor shall obtain and maintain continuously at its own expense general occurrence form liability with limits of liability not less than \$1,000,000 for each occurrence. Insurance company of Vendor shall issue a certificate to the County as proof of insurance.

**5.5. Performance Guarantee**

At the option of the County, Contractors awarded contracts may be required to furnish a 100% Performance Bond to Kent County Levy Court with surety in the amount of 100% of the specific award. Said bonds shall be conditioned upon the faithful performance of the contract. This guarantee shall be submitted in the form of good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Delaware. If the Kent County's bond form is not utilized, the substituted bond form must reflect the minimum conditions specified in (*Section 9.3*).

Vendor is required to state the cost of the 100% performance bond to be included in the cost proposal summary.



**5.6. Price Availability**

Vendor must guarantee that all prices and conditions presented in their proposals are valid for a minimum of 180 days.

**5.7. Confidentiality**

Any vendor engaging in any service for the County requiring them to come into contact with confidential information will be required to hold confidential such confidential data made available to them. A confidentiality agreement will be incorporated into any resultant contract. Vendor and/or maintenance personnel who require periodic access to secured areas in accordance with the contract resulting from this RFP will be required to comply with County security measures.

**5.8. Payment Schedule**

Payment will be made as agreed upon in the contract with the vendor.

**5.9. Use of Subcontractors**

Vendor must state whether they intend to use subcontractors to deliver the services requested in the RFP. If any part of the work is to be subcontracted, the vendor shall fully identify the subcontractor and describe the subcontracting organization with the same level of information as needed for the vendor. All subcontractors will be subject to approval by the County. The selected vendor shall also furnish the corporate or company name and the names of officers or principals of the company or companies proposed as subcontractors. Subcontractors may not be assigned after vendor selection without expressed written consent of the County. Preference may be given to those vendors who do not subcontract portions of the work. Vendors will be completely responsible for any work/actions performed by the subcontractor.

**6. Evaluation and Award of Contract**

**6.1. Introduction**

All proposals received in response to this RFP will be evaluated by a proposal evaluation team. Each proposal will be evaluated to determine the vendor's responsiveness to the County's needs and the vendor's qualifications for providing the services requested in the RFP. During the evaluation, validation, and selection process, the County may require an interview with the vendor's representative for answering specific questions. The evaluators may obtain and consider additional information from any available source including but not limited to specified references, and present and former clients.

**6.2. Proposal Opening**

Proposals will be opened and the vendors' names announced in a public meeting to be held in Room 221 of the Kent County Administrative Complex in accordance to the Schedule of Events section 1.5. Proposals will not become public records until after the contract is awarded.

**6.3. Evaluation Criteria**

Please read through all sections of the RFP carefully and provide the information requested. The criteria that will be used to evaluate your proposal are set forth in sections 6.4 and 6.5 below.

**6.4. Qualifications**

The ideal vendor/s must have areas of expertise designing; installing; providing ongoing maintenance, support, and training for Audiovisual, Digital Signage and Streaming Media systems which would include the following:

- A) Experience in designing and installing systems for government agencies
- B) Strong analysis and decision making abilities
- C) A Team player with effective communication skills both written and oral
- D) Ability to define business requirements, identify functional specifications and best practice standards
- E) Ability to assign project priorities that provides the best project outcomes.
- F) Maintains strong relationships with Audiovisual Manufacturers.

**6.5. Proposal Evaluation Process**

Vendors and candidates are scored according to the evaluation criteria.

Evaluation Criteria	Weight
<b>Vendor Qualification and Experience</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>• Expertise, experience, and qualifications of the vendor in each discipline relevant to the RFP. Including designing; installing; providing ongoing maintenance, support, and training of AV equipment.</li> <li>• Expertise and past experience of the vendor providing systems AV services for state or local government on projects of similar size, scope, and features as those required for the Scope of Services on this RFP.</li> </ul>	
Length of time vendor has provided similar services to government entities; length of time in business generally; and company's financial stability.	
Project team experience including reseller authorizations and/or Certifications, such as APEX InfoComm/AVIXA, etc.	
<b>Design Proposal</b>	<b>30%</b>
Degree that the Vendor demonstrates an understanding of the project objectives and proposes a solution to accomplish those objectives and is able to meet these objectives and project timetable.	
Reasonableness of proposed equipment and implementation cost.	
Examples of and references of similar projects designing, integrating, implementing, and supporting video production and broadcasting equipment.	
<b>Geographic Location of Resource</b>	<b>10%</b>
Vendors ability to work during the hours conducive to County resources.	
Vendor's availability to provide on-site service within 24-48 hours.	
<b>Pricing</b>	<b>30%</b>
Pricing/Rate Structure	
Proposed payment structure.	

#### **6.6. Correction of Errors**

If errors are found in a proposal, the County may reject the proposal. The County, at its sole option, may correct arithmetic or transposition errors on the basis that the lowest level of detail will prevail in any discrepancy. In case of conflict, unit price prevails.

#### **6.7. Vendor Presentations**

Kent County may require a formal presentation or demonstration of the vendor's proposed solution during or following the initial RFP evaluation process.

#### **6.8. Vendor Selection Process**

Kent County will assemble an RFP Review team which shall review the vendor's proposals. This team shall rank and select the top three vendors, conduct candidate interviews and make a recommendation to the County Administrator for further review and consideration. Final selection shall be at the direction of Kent County Levy Court.

### **7. Proposal Response Format**

#### **7.1. Introduction**

These instructions prescribe the mandatory proposal format and the approach for the development and presentation of proposal data. Proposal format instructions must be adhered to, all questions must be answered and all requested data must be supplied. All required information shall be included in the submission document as specified in Submission of Proposals in Section 4.4. The complete proposal must include the items indicated on the Submission Checklist in Appendix 9.2.

#### **7.2. Proposal Content**

##### **7.2.1. Cover Sheet**

##### **7.2.2. Letter of Transmittal**

A letter of transmittal must accompany the vendor's proposal. The letter must be on vendor letterhead and include:

- name
- street address
- mailing address if different
- email address
- telephone number
- fax number
- web site address (if any) of the vendor submitting the proposal
- the title and number of the RFP as set forth on the title page of the RFP
- a brief description of the proposed solution

The letter must be signed by a duly authorized officer or agent of the vendor's company who has the power to bind the company to the requirements, terms, and conditions contained in this RFP. Proposals submitted without such signature may, at the County's discretion, be rejected without further consideration. Submission of the signed letter

with the proposal constitutes the vendor's acceptance of all terms, conditions, and requirements of the RFP and further binds the vendor to all terms of the submitted proposal.

**7.2.3. Table of Contents**

**7.2.4. Executive Summary**

Provide the following information relative to your company. If a joint venture similar information must be provided for each member of the joint venture.

- a. Full legal name of your company, business address, including telephone number, fax number and web site if any.
- b. Year business established (include former firm names and year established if applicable).
- c. Type of ownership and parent company, if any.
- d. Project contact name, mailing address and telephone number if different than Item a.
- e. Description of the major facts or features of the proposed solution, including any conclusions, assumptions, or recommendations the vendor desires to make. The executive summary should be written specifically for review by executives who may not possess a technical background.

**7.2.5. Vendor Qualifications and Experience**

Vendor must provide names, qualifications and experience for the associated staff that will be assigned to Kent County's project. Proposed personnel will be scored according to **section 6.5**.

**7.2.6. Project Schedule**

Provide an overall project plan for requested systems. The plan must include all tasks required by both the County and vendor covering the period from notification of contract award through plan implementation. The plan must include beginning and completion dates associated with each task. The vendor must also identify all tasks that involve joint County and Vendor participation. The schedule of tasks will be mutually agreed upon after the vendor is selected.

**7.2.7. Cost Proposal Summary**

Vendors are required to submit detailed cost proposals for all aspects of service and products needed to produce the desired results including other costs the vendor will charge or pass through to the County. These costs will constitute contractual amounts and will be incorporated into the contract document(s) between the County and the successful vendor.

Cost Proposal shall state itemized cost including all options.

Pricing shall include equipment, software, cabling, electrical work, installation, labor, shipping, surcharges, training and maintenance, etc.

The County reserves the right to ask for revised pricing from vendor based on modifications requested by the County. After review of the proposals, the County reserves the right to negotiate final contract terms with the selected vendor. If the County decides to not enter into contract with selected vendor, then all vendors who submitted a Notice of Intent to Submit a Proposal Form will be notified.

The County is also requesting that all costs associated with the equipment and work associated with each room in the project be listed separately in the proposal.

The selected vendor shall furnish all expertise, labor and resources to provide complete services necessary for the work issued during the contract.

Any special discounts offered by the vendor should be included in the prices quoted.

Prices quoted in vendor proposals shall be valid for at least 180 days following the proposal submission deadline.

#### **7.2.8. Other Supporting Documents**

The submitted proposal shall contain any other documents requested in this RFP or deemed necessary to demonstrate the Vendors ability to meet the County's requirements for this project.

### **8. Vendor Qualifications and References**

#### **8.1. Vendor Overview**

Provide a brief history of your company, including the current number of employees.

#### **8.2. Financial Statements**

Provide copies of audited financial statements for the past two years and an annual report. State whether you have included your financial statements and annual report in the appendix (as noted above) or under separate cover.

#### **8.3. 3<sup>rd</sup> Party Vendor Relationship/Partnerships**

Outline the relationship between your company and any 3<sup>rd</sup> party vendors used in conjunction with your services.

#### **8.4. References**

Provide a minimum of 5 references where your services have been provided to other government agencies and is still in use. The proposal evaluation team may contact any number of the references provided. The references must include:

- Contact Name
- Contact Title
- Company Name
- Address
- Contact Email
- Brief description of services provided
- Date of service

#### **8.5. Sample Contract**

Vendor must provide a sample contract with their response.

### **9. Appendices (see the following pages)**

#### **\*\*\*\*Notice:**

**Except for communications specifically authorized herein pertaining to the preparation and submittal of a Proposal, Respondents to this Request for Proposal or their representatives shall not separately or independently of their own accord discuss, negotiate, promote, market, lobby or solicit with any County Employee or any County Official, verbally or in writing, during the Request for Proposal advertisement period and Proposal Review and Selection Process as indicated in this Request for Proposal. Failure of a Respondent to adhere to this provision may result in the Respondents disqualification from further consideration.**

**9.1. Notice of Intent to Submit Proposal Form**

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***Kent County Information Technology***

*Audiovisual Presentation, Signage and Streaming Equipment Upgrade*

Please return this form, via one of the methods listed in section 1.6, no later than the completion date and time as indicated in 1.5 schedules of events.

Deliver To:

Kent County Administrative Complex  
Attn: Mark Kennedy  
Room A235  
555 Bay Rd  
Dover, DE 19901

OR Email Copy to: [IT.RFP@co.kent.de.us](mailto:IT.RFP@co.kent.de.us)

Fax is not acceptable

**NOTE: YOU MUST RETURN THIS FORM IF YOU INTEND TO PARTICIPATE.**

Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please note, by sending this completed, signed and dated form to Kent County Levy Court, your company is stating its intention to submit a proposal for RFP # 19-IT-01. We will send a confirmation email upon receipt. It is the company's responsibility to verify that this form was received and the County confirmation email was sent by the deadline date specified in Section 1.5 of the RFP.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*This section used by Kent County Levy Court*

Date/Time Received:

Date/Time Confirmation  
Email Sent to Vendor:

Initials:

**9.2 Submission Checklist**

<b>Item No.</b>	<b>Item to be Submitted</b>	✓
1.	Cover Sheet	
2.	Letter of Transmittal	
3.	Table of Contents	
4.	Executive Summary	
5.	Vendor Qualifications and Experience	
6.	Project Schedule	
7.	Cost Proposal Summary	
8.	Vendor Overview	
9	Financial Statements and Annual Report	
10.	3 <sup>rd</sup> Party Vendor Relationships/Partnerships	
11.	Sample Contract	
12.	References	
*	Any additional supporting documents deemed necessary by the vendor	



**9.3 Performance Bond Form**

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**KENT COUNTY, DELAWARE  
PERFORMANCE BOND FORM**

Bond Number: \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that we, \_\_\_\_\_, as principal (“**Principal**”), and \_\_\_\_\_, a \_\_\_\_\_ corporation, legally authorized to do business in the State of Delaware, as surety (“**Surety**”), are held and firmly bound unto the \_\_\_\_\_ (“**Owner**”), in the amount of \_\_\_\_\_ (\$ \_\_\_\_\_), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole, firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “Contract”), which Contract is incorporated herein by reference, shall well and truly provide and furnish all materials, appliances and tools and perform all the work required under and pursuant to the terms and conditions of the Contract and the Contract Documents (as defined in the Contract) or any changes or modifications thereto made as therein provided, shall make good and reimburse **Owner** sufficient funds to pay the costs of completing the Contract that **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

**Surety**, for value received, hereby stipulates and agrees, if requested to do so by **Owner**, to fully perform and complete the work to be performed under the Contract pursuant to the terms, conditions and covenants thereof, if for any cause **Principal** fails or neglects to so fully perform and complete such work.

**Surety**, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

**Surety** hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

**PRINCIPAL**

Principal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(Corporate Seal)

Witness or Attest:

By: \_\_\_\_\_

Name: \_\_\_\_\_

**SURETY**

Surety Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(Corporate Seal)

Witness or Attest:

By: \_\_\_\_\_

Name: \_\_\_\_\_

### 9.4 AV Equipment Subject To Disposal

<b>KENT COUNTY LEVY COURT</b>	
<b>AV EQUIPMENT INVENTORY SUBJECT TO DISPOSAL</b>	
<b><u>LOCATION</u></b>	<b><u>EQUIPMENT DESCRIPTION</u></b>
<b>Levy Court Chambers</b>	
LCChambers	Audio conference matrix mixer:
LCChambers	Clear One audio mixer mdl # XAP800 # 1 SN # 11296-0431
LCChambers	Clear One audio mixer mdl # XAP800 # 2 SN # 11325-0431
LCChambers	Clear One audio mixer mdl # XAP800 # 3 SN # 11257-0431
LCChambers	Clear One audio mixer mdl # XAP800 # 4 SN # 11342-0431
LCChambers	RemoteCntrlSystCntrlrComponentCrestronC2COM-3 SN#1266088
LCChambers	Matrix Switchers:
LCChambers	Extron mdl # CVDA 6 MX SN # 827307004
LCChambers	Extron mdl # MAV 1616AV SN # 825761027
LCChambers	Extron mdl # RGB109xi SN # 823825273
LCChambers	Extron mdl # RGB109xi SN # 823825252
LCChambers	Extron mdl # crosspoint 88HVA SN # 827709026
LCChambers	Extron mdl # RGB160xi SN # 793296017
LCChambers	Extron mdl # RGB203Rxi SN # 823222009
LCChambers	Extron mdl # DA6 RGBHV SN # 860571038
LCChambers	Signal Components:
LCChambers	Altinex mdl# TNP121 #1 SN # 704060060154
LCChambers	Altinex mdl# TNP121 #2 SN # 704060060112
LCChambers	Altinex mdl# TNP121 #3
LCChambers	Misc microphones:
LCChambers	Shure mdl # A400SM (2)
LCChambers	Shure mdl # MX418/C (2)
LCChambers	Shure mdl # MX418D/C (21)
LCChambers	Shure mdl # UA845UA SN # 00043467649
LCChambers	Shure mdl # UC14/85 # 1 SN # 0917040117
LCChambers	Shure mdl # UC14/85 # 2 SN # 0917040115
LCChambers	Shure mdl # UC14/85 # 3 SN # 0917040121
LCChambers	Shure mdl # UC24/BETA87C # 1 SN # 0917040116
LCChambers	Shure mdl # UC24/BETA87C # 2 SN # 0917040120
LCChambers	Misc Equipment:

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LCChambers	Cable tuner Contemp Research mdl # 232-STA SN # 242-5009-103
LCChambers	Amplifier Crown mdl # CTs600 # 1 SN # 813015
LCChambers	Amplifier Crown mdl # CTs600 # 2 SN #
LCChambers	Speakers JBL mdl # Control
LCChambers	Wireless listening devices Lstn Tech mdl # LS-04-072 SN # F0410126
LCChambers	Digital Audio Recorder Marantz mdl # PMD570 SN # A1000440000695
LCChambers	DVD player Marantz mdl # PMD-930 SN # M2000434100256
LCChambers	Preview monitor Marshall mdl # V-LCD15 # 1 SN # 2254405295
LCChambers	Preview monitor Marshall mdl # V-LCD15 # 2 SN # 2254505295
LCChambers	VHS player Panasonic mdl # AG-3200 SN # H4A1867JV4
LCChambers	Power Conditioner SurgeX mdl # SX-1115RT SN # 777951
LCChambers	Document Camera WolfVision mdl # VZ8 Light SN # 089373
LCChambers	Equipment Racks Custom (2) each
LCChambers	Floor boxes (2) custom
LCChambers	Distribution Amplifier- Custom
LCChambers	Surface mount program speakers
LCChambers	Projector Arms
A/V Studio	Matrix Switcher Extron mdl # MAC1616AV SN # 850714008
A/V Studio	Microphone Shure mdl # MX185
A/V Studio	Microphone Shure
A/V Studio	Microphone Shure mdl # UC14/85 SN # 917040118
A/V Rm216	MX7 Dual System w/ cables, connectors
A/V Studio	Video Bulletin Board Key West Tech mdl # MXS-MICRO-MZP SN # MZP09112645 - MediaZone Pro Software Pre-loaded in Advanced Player Hardware (at gross)
Caucus Rm	Remote control system (Creston Controller Components)
Caucus Rm	Videocassette recorder
Caucus Rm	DVD/CD player (Marantz PMD-930 s/n MZ000434100263)
Caucus Rm	Document camera (WolfVision VZ8 Plus s/n 0821229)
Caucus Rm	Audio cassette recorder (Marantz digital PMD-570 s/n A1000440000696)
Caucus Rm	Cable TV Tuner with rack mount (Contemporary Research 232-STA

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	s/n 242-5009-104)
Caucus Rm	Universal computer interface w/under desk mounting bracket
Caucus Rm	Table mounted pop-up pass-through
Caucus Rm	Ceiling speakers (contains backcans,grilles, tile rails, etc)
Caucus Rm	Multi-channel amplifier (Lectrosonics PA8, 8channel, s/n 1409)
Caucus Rm	Button microphone (Shure, 10 boundary mics)
Caucus Rm	Audio conferencing matrix mixer (Clear One XAP400 s/n 5251-0430)
Caucus Rm	Audio conferencing matrix mixer (Clear One XAP800 s/n11283-0431)
Caucus Rm	Program speakers w/mount
Caucus Rm	Ceiling mounted subwoofer w/ceiling mount (JBL)
Caucus Rm	Power amplifier Crown CTs600 #1 s/n 813025)
Caucus Rm	Computer interface with aux input plates
Caucus Rm	Universal computer interface w/under desk mounting bracket
Caucus Rm	Video Encoder
Caucus Rm	2x1 auto-sensing composite video switcher FSR PN2101C signal component)
Caucus Rm	Control system programming
Caucus Rm	Composite matrix switcher
Caucus Rm	Audio/video matrix switcher
Caucus Rm	Equipment cabinet
Caucus Rm	Electronic surge suppressor
Caucus Rm	Miscellaneous cables, connectors, hardware etc
Caucus Rm	Floorbox / cover
Caucus Rm	Microphone active indicator w/relay controllable power unit
<b>Conference Center (Room 220)</b>	Microphones for Caucus Room table
ConfCenter	
ConfCenter	Remote control system ( <i>Creston Controller Components C2ENET-2 s/n 1214060, C2N-VEQ4 s/n 1325681, PRO2 s/n 1449833, STRFGWX s/n 1456308, STX-1700C s/n 1361290</i> )
ConfCenter	Misc Equipment:
ConfCenter	Videocassette recorder ( <i>Panasonic AG-3200 s/n H4A1673JV4</i> )
ConfCenter	Document camera ( <i>WolfVision VZ8 Plus s/n 0821230</i> )
ConfCenter	CD changer w/Peerless shelf ( <i>Sony CDP-CX355 s/n S018980326</i> )

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ConfCenter	Cable TV Tuner with rack mount ( <i>Contemporary Research 232-STA s/n 242-5009-105</i> )
ConfCenter	Universal computer interface w/under desk mounting bracket ( <i>Extron Matrix RGB168xi s/n 819251003</i> )
ConfCenter	Table mounted pop-up pass-through ( <i>Altinex TNPI21 s/n 704060060145 signal component</i> )
ConfCenter	Ceiling speakers (contains backcans,grilles, tile rails, etc) ( <i>JBL qty 6</i> )
ConfCenter	Lectern gooseneck microphone w/shock mount ( <i>Shure A400SM</i> )
ConfCenter	Wireless microphone system w/(2) antennas & rack mount ( <i>Shure SCM410 s/n 00043527933 &amp; Shure UC14/85 s/n 0917040119</i> )
ConfCenter	Program speakers ( <i>JBL qty 2</i> )
ConfCenter	Power amplifier ( <i>Crown CTs600 #1 s/n 813022</i> ), <i>Crown CTs600 #2 s/n 813011</i> )
ConfCenter	Automatic mic mixer ( <i>Shure MX418/C</i> )
ConfCenter	2x1 audio switcher ( <i>FSR PN2100A signal component</i> )
ConfCenter	Computer interface with aux input plates ( <i>Extron Matrix RGB109xi s/n 825259016</i> )
ConfCenter	Video Encoder ( <i>Extron Matrix YCV100 s/n 816184019</i> )
ConfCenter	2x1 auto-sensing composite video switcher ( <i>FSR PN2101C signal component</i> )
ConfCenter	Audio/video matrix switcher ( <i>Extron Matrix Switcher System 10 Plus s/n 810210003</i> )
ConfCenter	Video converter transmitter & receiver ( <i>Magenta Research Multiview Utx universal transmitter &amp; Magenta Research Multiview 450A reciever</i> )
ConfCenter	Wall position sensor
ConfCenter	Equipment rack
ConfCenter	Electronic surge suppressor ( <i>Surge-X SX-1115RT s/n 777949</i> )
ConfCenter	Miscellaneous cables, connectors, hardware etc
ConfCenter	Floorbox cover
Admn Cmplx	Floorbox interface plate
Admn Cmplx	50" Plasma LG electronics HD television sn# 408KT00155
Admn Cmplx	50" Plasma LG electronics HD television sn# 408KT00152
Admn Cmplx	50" Plasma LG electronics HD television sn# 408KT00177
Admn Cmplx	50" Plasma LG electronics HD television sn# 408KT00162

