

Kent County Levy Court

Division of Information Technology

Request for Proposals

Audiovisual Presentation, Signage and Streaming Equipment Upgrade

Kent County Levy Court, Department of Administration, Division of Information Technology, is requesting proposals from qualified vendors to provide design, installation, and maintenance services for an Audiovisual Presentation, Signage, and Streaming Equipment Upgrade project.

All prospective respondents must submit a *Notice of Intent to Submit Proposal Form* no later than 3:00 PM on January 31, 2019 to Kent County Administrative Complex, Information Technology Room A235, Attn: Mark Kennedy, 555 Bay Road, Dover, DE 19901 or via email to IT.RFP@co.kent.de.us. Complete details are listed in the Request for Proposals (RFP) document. Vendors are responsible for ensuring this form is received by the due date as per the RFP.

A Mandatory pre-proposal meeting and site tour will be held February 07, 2019 at 10:00 AM at Kent County Administrative Complex in room 221, located at 555 Bay Road, Dover, DE 19901.

Proposals will be accepted until 3:00 PM on March 15, 2019 and thereafter be publicly opened and the names of respondents read. Proposals may be mailed to the above address. Proposals must be sealed and identified on the outside of the envelope as a proposal for "19-IT-01 Audiovisual Presentation, Signage and Streaming Equipment Upgrade". Proposals received after the deadline will not be considered. No faxed or e-mailed proposals will be accepted.

Request for Proposal documents and forms may be obtained by contacting the Division of Information Technology at the above address, online at www.co.kent.de.us, select *public notices*, select *Request for Proposals/Quotes* or by calling 302-744-2355.

Kent County reserves the right to reject any or all proposals and to waive technicalities.

Kent County is an Equal Opportunity Employer.