Mackinaw Ballroom Audio Visual System Upgrade

The City of Grand Haven is accepting proposals for an update to the current AV system in the Mackinaw Ballroom. Sealed proposals will be accepted until 10:00 a.m. on Wednesday, June 28, 2023 at Grand Haven City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417, at which time proposals will be opened and read aloud in the Council Chambers. To assure that the respondent’s submittal arrives at the proper place, on time, and to prevent opening by unauthorized individuals, submissions must be clearly identified on the outside, as follows:

**Sealed Bid: Mackinaw Ballroom AV System Upgrade - 2023**

Faxed or electronic submissions will not be accepted. Once received, submissions will not be returned. Formal communication, such as requests for clarification and/or information concerning this solicitation shall be submitted to Char Seise, Community Affairs Manager, City of Grand Haven via email at cseise@grandhaven.org, by phone at 616-847.4889, or by mail to 519 Washington Ave, Grand Haven, MI 49417.

*Due to the nature of this project, bidders are welcome to visit the Central Park Place (f.k.a Grand Haven Community Center to inspect our current setup and equipment.* Please contact Char Seise or Jordyn Muskovin to arrange a site visit.

The City of Grand Haven reserves the right to reject any or all bids or any parts of the same, to waive any irregularities and to accept any bid in its own best interest.
DESCRIPTION OF PROJECT

Purpose to be served: Central Park Place’s Mackinaw Ballroom is a highly utilized space for business meetings, wedding receptions, memorial services, expos, staff trainings and life events. Technology upgrades were last done in the building in 2007. Our goal is to be the premiere facility that offers state of the art equipment, that is easily operational by staff and guests. All new equipment must be functionally integrated with existing AV equipment.

DESIRED SPECIFICATIONS, FUNCTIONALITY, AND CONFIGURATION

1. Replace existing control system processor, accommodating audio and video routing. Include AV system network switch and associated encoder/decoders.

2. Purchase and install new 7000 lumen projector appropriately sized for use with existing retractable screen.

3. Ceiling mounted HD video conference camera with pan and zoom capabilities and an appropriate field of view for the space. The camera system will need to be able to easily and intuitively stream online.

4. Wireless or suspended microphone solution that will work in conjunction with video conference camera for audio on streaming meetings and videoconferencing.

5. Purchase (3) additional wireless microphone systems, including 1 combo lav.

6. Rack mounted control system touch screen, for the front of the room (5”) and rack mounted (7”) control system touch screen.

7. Existing audio system (mic’s amplifiers and speakers) should be incorporated into project.

8. Optional wireless PC connectivity should also be included.

9. Purchase and install 2-85” mounted flat panel displays, including wall mount.

10. Any new equipment must allow for future integration of existing AV equipment (projectors, screens, microphones) with web conferencing services, such as Zoom.

11. All required engineering, installation, and system programming for new equipment, as well as completing integration with existing AV equipment (projectors, screens, microphones)
and testing to ensure everything is working properly.

12. Training of City staff on operation of new equipment.

TERMINATION/CONFLICT OF INTEREST

If for any reason, a proponent cannot perform within the constraints of the project, the City may unilaterally terminate the contract and negotiate with other proponents.

1. The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm’s organizational, financial, contractual or other interests are such that:

   a.) Respondent may have an unfair competitive advantage; or
   b.) The respondent’s objectivity in performing the work solicited may be impaired.

   In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.

2. The respondent agrees that if after award he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he she or it, shall make an immediate and full disclosure in writing to the City Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.

3. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City Manager the City may disqualify the respondent.

TIME AND PLACE OF PROPOSAL OPENINGS

Sealed proposals will be opened as received and read aloud at 10:30 a.m. on Wednesday, June 28, 2023, in the City Council Chambers in City Hall. All proposals must be received by the City Clerk's office on or before 10:30 a.m. on Wednesday, June 28th.

Each firm submitting a proposal agrees that it shall not withdraw its proposal for a period of ninety (90) days commencing on the date of the proposal openings.
Bid Form

Firm Name: ________________________________________
Contact Name: ________________________________________
Address: __________________________________________________________________
Phone #: ________________________________________
Website: __________________________________________________________________
Email: __________________________________________________________________

Bid Amount:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control system processor (accommodating AV routing)</td>
<td>$ _____________</td>
</tr>
<tr>
<td>Video Conference Camera</td>
<td>$ _____________</td>
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<tr>
<td>7000 Lumen Projector</td>
<td>$ _____________</td>
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<tr>
<td>Touch Screen Controllers (2)</td>
<td>$ _____________</td>
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<tr>
<td>Microphones (1) for Conference Camera</td>
<td>$ _____________</td>
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<tr>
<td>Wireless Microphones (3) and Combo Lav (1)</td>
<td>$ _____________</td>
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<tr>
<td>85” (2) Flat panel display and adjustable wall mount</td>
<td>$ _____________</td>
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<tr>
<td>Engineering, Installation, and System Programming</td>
<td>$ _____________</td>
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<tr>
<td>Other Installation Materials</td>
<td>$ _____________</td>
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<tr>
<td>Training</td>
<td>$ _____________</td>
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<tr>
<td>Total</td>
<td>$ _____________</td>
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Please feel free to attach a detailed spec sheet with prices.