



**Town of Deep River**  
**Request for Proposal**  
**Bid #23-001**

The Town of Deep River is seeking to improve and upgrade the overall audio and visual components in the Town Hall (174 Main Street). The Town currently has limited ability and equipment to perform presentations and hybrid meetings. Therefore, Deep River is pursuing proposals from companies for audio/visual equipment and installation.

Sealed proposals must be received by Friday, April 21<sup>st</sup> at 12:00pm. The Town of Deep River reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town of Deep River will be served.

**SELECTION CRITERIA:**

The selection for award will be based on the most responsible, responsive and qualified bidder, as well as the best value for the Town. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to competently complete the work in a timely fashion. The Town of Deep River reserves the right to accept or reject any or all proposals, to waive the technicalities or to award the contract to the most qualified bidder who does not submit the lowest bid if it is in the best interest of the Town.

**PROJECT SCOPE:**

Analyze and recommend options to improve and expand Town Hall wireless. Specify and provide cost estimate for wireless access equipment for video and audio equipment (cameras, speakers, and monitors) compatible with and networked with current IT systems in Town Hall. Include all subscription and management requirements and yearly recurring costs.

Analyze and recommend options to establish networking and wiring for a wireless system in the Town Hall Auditorium and conference room to facilitate the presentation of hybrid public meetings. Identify projector, screen, camera and cart equipment necessary for video/audio conferencing. Include all subscription requirements and management and yearly recurring costs.

To assure a seamless network, the selected vendor will be required to coordinate all equipment installation, operations, and management of the Town computer system with Deep River's current IT contractor, Enterprise Computer, LLC.

### **PROJECT TIMETABLE:**

This project is scheduled to be completed on or about June 30, 2023. The Proposer should bid the total cost of the work, parts and labor included as well as an estimated timetable for completion.

Any change orders for payment must be submitted in writing to the First Selectman who must agree with the change order which will be signed by both parties.

### **REQUEST FOR PROPOSALS CONDITIONS:**

- All proposals in response to this RFP are to be the sole property of the Town of Deep River.
- The Proposer agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town of Deep River reserves the right to reject any or all bids; waive informalities or defects in bids; make extensions to review bids and accept the bid(s) that, in the Town's judgment, will be in its best interests, whether or not it is the lowest dollar proposed.
- The Town of Deep River may amend or cancel this RFP prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town of Deep River. Failure to acknowledge receipt of amendments, in accordance with the instructions contained therein, may result in a proposal not being considered.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project.
- If applicable, the Contractor is required to secure all permits from the Town and submit an insurance certificate naming Deep River as an additional insured. \*\*\*See insurance requirements attached hereto as Exhibit A.\*\*\*
- Prior to submitting a bid, the contractor is responsible for examining existing conditions and available supporting documents which may reasonably affect their work on the project.
- If the contractor would like to view the existing conditions, said request may be made through the First Selectman's Office.
- Any costs and expenses incurred by Proposers in preparing or submitting the proposal are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience, ability and service.
- No additions or changes to the original proposal will be allowed after submission.

**PROPOSAL REQUIREMENTS:**

Proposals must be submitted in sealed envelopes or packages marked “AUDIO / VISUAL RFP” and addressed to ATTN:

Town of Deep River  
Office of the First Selectman  
Angus L. McDonald  
174 Main Street  
Deep River, CT 06417

Telephone: 860-526-6020, option 1

Email: [selectman@depriverct.us](mailto:selectman@depriverct.us)

Website: [www.depriverct.us](http://www.depriverct.us)

Proposals submitted via facsimile or email will not be accepted.

Any questions regarding this work are to be in writing/email and directed as above for circulation to and response by a representative of the Town of Deep River. Responses will be sent via email to all interested persons.

DEEP RIVER IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

## Exhibit A

**Minimum Insurance Requirements.** The selected contractor shall agree to maintain in force at all times during which services are to be performed the following coverage placed with a company or companies licensed to do business in the State of Connecticut:

General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability*	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

\*The Town of Deep River shall be named as “Additional Insured.” Coverage is to be provided on a primary, noncontributory basis.

Workers’ and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employ	\$500,000
	EL Disease Policy Limit	\$500,000



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Date:

Name of Company:

Bid Proposal:

<b>Work to be completed</b>	<b>Options</b>	<b>Cost</b>
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<p>Analyze and recommend options to establish networking and wiring for a wireless system in the Town Hall Auditorium and conference room to facilitate the presentation of hybrid public meetings. Identify projector, screen, camera and cart equipment necessary for video/audio conferencing. Include all subscription requirements and management and yearly recurring costs.</p>		
<b>TOTAL COST:</b>		

