

WEST VIRGINIA WATER DEVELOPMENT AUTHORITY

Audio Visual & Conferencing RFP

West Virginia Water Development Authority

7/3/2024



RRP No.: AVC-RFP

Due Date and Time: August 2 , 2024 @ 2:00pm

WEST VIRGINIA WATER DEVELOPMENT AUTHORITY July 3, 2024

Meeting Room Upgrades

1.0 Invitation

1. West Virginia Water Development Authority (the Authority) is seeking Audio, Visual and Conferencing Upgrades for the Public Meeting Room, Board Room, and Conference Room 107.
2. The scope shall include:
 - a. Purchase, set up, and configuration of new A/V systems.
 - b. Remove all outdated A/V equipment and equipment in the meeting rooms.
 - c. Install new equipment and wiring in all three meeting rooms.
 - d. Train WVWDA staff in the proper operation of new A/V systems.

2.0 Location

1. The office is located at:
West Virginia Water Development Authority
1009 Bullitt Street, Charleston WV, 25301

3.0 Scope

1. Expected Work Services shall include:
 - a. Purchase A/V equipment and wiring for the public meeting rooms (public meeting room, board meeting room, and conference room 107).
 - i. See Equipment Specifications, Wiring Diagram, and Floor Plan section of this RFP.
 - b. Rearrange existing equipment to accommodate the new equipment.
 - i. Remove old equipment and provide equipment to WDA.
 - c. Removal of the replaced wiring and equipment, provide equipment to WDA, after completion verification of new equipment.
 - d. Installation of all equipment.
 - e. Set up and configuration of new Q-Sys.
 - f. Train WVWDA staff in the proper operation of new AV systems.

4.0 Schedule

1. The work shall be completed and in service on or before **November 1, 2024**.
 - a. Time Extensions should be coordinated with WDA.
2. No on-site work shall occur on State or Federal Holidays.
3. Normal business hours are defined as, Monday thru Friday, 8am-4pm.
4. Any on-site work required to be performed after normal business hours should be scheduled at least 48 hours in advance.
5. Deployment times will need to be coordinated with WDA, in a manner to minimize (limit) "down time".

5.0 Response Guidelines

1. Each proposal shall be printed on standard letterhead 8.5" x 11" paper, single sided.
2. Shall contain the title "Audio Visual RFP".
3. Shall identify the project team members and experiences.
4. Shall identify any sub-contractors or support services not employed by the Firm of proposal.
5. Shall include at least three (3) references of projects of a similar nature, including their contact information.
6. Shall submit three (3) bound copies of the proposal for consideration, and one (1) in electronic format (word or PDF).
7. Shall include a completed Proposal Form (attached).
8. Shall be enclosed in a sealed envelope, with the identification of the RFP No. AVC-RFP (shown on the cover sheet). It is the proponent's responsibility to the address indicated before the closing date and time. Any and all proposals received after the closing date and time will not be considered.
9. Any interested Contractor may contact the WDA to schedule a visit of the area of interest, at the location listed in Section 2.0, prior to the bid closing date and time.

6.0 Proponent Credentials

1. Shall submit a list of the team members, their project responsibilities and their credentials.
2. Shall submit a list of projects completed of a similar nature and value.
3. Shall submit a letter of good standing from Workers Compensation.
4. Shall submit a copy of the general liability insurance related to the work required.
5. Shall be properly licensed for business with the State of West Virginia and City of Charleston and shall be responsible for payment of any and all fees and taxes, required by State and local law with respect to this contract. The WDA is exempt from sales tax, and a tax-exempt certification will be provided to the selected Engineer upon request. **Copies of current State and City (if required) Business Licenses shall be provided with the proposal.**

7.0 Proponent's Agreements

1. To complete all work in a timely manner.
2. Employees of the Contractor shall conduct themselves in a businesslike and professional manner at all times.
3. The Contractor shall be responsible for all supervision required to satisfactorily perform the requirements of the contract and shall not engage or use services or sub-contractors without prior written approval from the WDA.
4. To communicate all work activities to the WDA designee(s).
5. To work in a diligent manner respecting neighboring properties business activities.
6. The Contractor shall be responsible for any breakage, damage, and/or loss of equipment or supplies through negligence resulting from performance of contract duties.

7. Any and all damages to the WDA property shall be repaired equivalent to existing by the Firm at no additional charge to WDA. Prompt notification must be made to the Executive Director of the WDA within three (3) days, except in emergency situations, prior to proceeding with work.
8. Shall provide all labor, tools, equipment, safety equipment, supplies and services necessary to perform the project scope and restore the disturbed area to the pre-mobilization conditions.
9. Shall comply with all safety instructions regarding operation of equipment, and to supply and wear protective equipment where and when necessary. The Engineer shall exercise safety precautions at all times to prevent injury to him/herself or others.
10. To maintain all information as confidential, and not to release any information to any third party. Any and all such information request shall be directed to the WDA who will respond accordingly.
11. Comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulations (29 CFR Part 3).
12. Comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5).
13. The Firm shall be required to abide by all Federal, State, and/or local regulations with regard to equal employment opportunity.
14. The Contractor shall be required to abide by all applicable regulations established by the Department of Labor, with regard to payment of employees, work hours, and all other pertinent regulations governing employees.
15. To protect the work area, the proponent works, and the public from all work activities. This shall include, but not limited to the proper safety measures, signage, any and all other activities during the work period.
16. To save harmless the WDA of all work activities.
17. The Firm shall indemnify and hold harmless the WDA, its employees and agents for and against any and all liabilities, claims, demands, costs and expenses of every kind and nature, including attorney's fees, arising from injury, death or damage of any person, property or business sustained for any reason resulting or arising from the performance of this contract.

8.0 Communications During RFP Period

1. Address all communications to the West Virginia Water Development Authority designee(s) identified as:
 - a. All questions shall be in writing and/or email and are subject to review before responses are issued.
 - b. Any and all questions shall be received and addressed a minimum of 48 hours in advance of the closing date and time.

- c. All communications may be subject to posting to all proponents.
- d. The proponent has the right and responsibility at all times to notify the WDA by email or writing of any ambiguity, divergence, error, omission, oversight or contradiction contained within the RFP as it is discovered, or to request an instruction, decision or direction which may be required to prepare its proposal.
- e. Verbal responses to any inquiry should be communicated with the WDA designee(s):
 - Brad Sergent (304) 414-6500 (ext. 126)
 - Veronica Lewis (304) 414-6500 (ext. 104)
 - Or other(s) upon WDA decision

2. Any and all addendum, if necessary, will be issued in writing to the proponents.

9.0 Conditions

- 1. Neither the WDA nor the agency's designee(s) identified assumes any responsibility or liability to the proponents for its involvement in the RFP process or the proponent's submission.
- 2. There is no legal obligation of the WDA or its agent(s) of any resulting or submitted proposal.
- 3. Notwithstanding any custom, usage or agreement in the industry or trade or any other policy or practice to the contrary, WDA issuance of the RFP and the Proponents submission of a proposal in response does not act to create a contract between the proponent and the WDA.
- 4. No proponent shall have any claim for any inconveniences or expense of any kind, or damages of any kind whatsoever from the WDA or its designee(s) as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed it has no such claim.

10.0 Confidentiality

- 1. RFP documents, including any attachments and appendices, may not be used for any purpose other than the submission of a proposal. By submitting a proposal, the Engineer agrees to public disclosure of its contents, subject to the provision of the West Virginia Freedom of Information Act.

11.0 Conflict of Interest

- 1. The proposal must include a discussion of the Proponent's perception of "conflict of interest". This must include the Proponent's anticipation of any current or future projects which may contravene conflict or contradict this RFP proposal and work objectives having an impact on the proponent's ability to deliver the services requested and responded to, within the proponent's proposal submission.
- 2. No member, officer or employee of WDA, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract that may be issued as a result of this contract.

12.0 Disqualification

1. Proponents may be disqualified and not receive any further consideration where the/it:
 - a. The WDA reserves the right to reject any or all proposals and to waive any informality in the bidding. Withdrawal of bids prior to and subsequent to the bid-opening deadline shall be permitted.
 - b. It is found, at WDA sole discretion, the proponent's proposal contains substantially incomplete, false or misleading information or a conflict of interest.
 - c. A proponent has failed to meet or has not submitted a proposal in accordance with the RFP instruction and procedural requirements.
 - d. The proponent fails to cooperate in any attempt by the WDA to verify any information provided by the proponent.
 - e. The proponent has tried to communicate or influence any of the WDA staff or affiliates to enhance or quantify or qualify the proponent's proposal.
 - f. The proponent does not submit the proposal on time as noted.

13.0 Proposal Rejection

1. The WDA reserves the right to accept or reject any and all proponent submissions or cancel or withdraw the RFP process at anytime or for any reason, and may, in its sole and absolute discretion, waive any non-conformance or non-compliance with the requirements specified in this RFP.

14.0 Proposal Alteration

1. Proposals submitted must be final and may not be altered by any subsequent offerings, discussions or commitments unless the proponent is expressly requested in writing to do so by the WDA.

15.0 Liability for Errors

1. The WDA, its officers, directors, staff, agents or affiliates shall not be held liable or accountable for any error or omission in any part of this RFP or the proponent's response, or failure to respond.

16.0 Opening of the RFP Responses

1. West Virginia Water Development Authority (the Authority) will receive sealed bids for Meeting Room Upgrades until 2:00 p.m. on August 2, 2024 at their office located at 1009 Bullitt Street, Charleston, West Virginia 25301, at which time and place all bids will be publicly opened and read aloud.

17.0 Selection Process

1. The proposals will be evaluated on schedule, firm, team, and methodology. The WDA reserves the right to reject proposals for not complying with the terms of the RFP. The WDA reserves the right not to select any proposals.

18.0 Agreement and Award

1. Following the evaluation process, a preferred proponent will be notified and shall be required to meet with the WDA regarding the details of the project.
2. Following the evaluation process, the WDA reserves the right to award the entire project or to award only part of the project. Vendors should structure their proposals to allow for the possibility of a partial award.
3. Should, in opinion of the WDA, negotiations fail to result in the execution of an agreement in a timely manner with the preferred proponent, the WDA reserves the right to negotiate with other proponents who submitted proposals in response to the RFP.

19.0 Project Documents and Intellectual Property

1. The proponent's response and geotechnical reports may be issued to an engineer and contractor at a future date.
2. The proponent submitted reports will become the property of the WDA and may be used on future development projects or research for additional future projects, at the sole discretion of the WDA.

20.0 West Virginia Water Development Authority (WDA) Contact Information

1. All inquiries and submissions must be directed to:

Brad Sergent, Deputy Director
West Virginia Water Development Authority
1009 Bullitt Street
Charleston, WV 25301
Phone: (304) 414-6500, Ext. 126
Email: bsergent@wvwda.org

21.0 Evaluation Criteria

All proposals will first be evaluated on their compliance to all sections of this Request for Proposal. Compliant proposals will be further evaluated based on experience and references.

22.0 Equipment Listing, Wiring Diagram, and Floor Plan

1. See Attached

23.0 See page 8 for Schedule A – Proposal Form

West Virginia Water Development Authority
IT Infrastructure & Data Migration Proposal Form

Company Name _____

Address _____

Phone Number _____

E-mail _____

Bidders Name(s) _____

Title _____

Signature _____

Date _____

Please Attach: 3 References of Similar Project Scopes
 Company Profile (Include Key Employee Credentials)
 Copies of Current State and City Licenses

I/We, the undersigned, having examined the attached Request for Proposal for IT Infrastructure & Data Migration, and having read, understood, and accepted the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply Services in strict accordance with the conditions hereto attached and as outlined in this proposal.

TOTAL PRICE: \$ _____

AUTHORIZED SIGNATURE

DATE

Bill Of Material

West Virginia Water Development Authority / Public Meeting Room

S.No.	Brand	Model	Description	Qty	MSRP(USD)	Unit Price(USD)	Amount(USD)	Part Number	Internal Code
VIDEO									
1	QSC	NV-21-HU	Video Encoder/Decoder	2	\$2,025.00	\$2,025.00	\$4,050.00		
2	QSC	NV-32-H	4K60 4:4:4 Network Video Endpoint for the Q-SYS Ecosystem, software configurable as Encoder or Decod	2	\$3,800.00	\$3,800.00	\$7,600.00		
3	QSC	Q-SYS PTZ 20x60	The PTZ 20x60 cameras integrate with the Q-SYSTEM Platform.	3	\$4,999.00	\$4,999.00	\$14,997.00		
4	NEC	4PB86EJ2U	Sharp NEC 4P-B86EJ2U 86" AQUOS 4PB Series 4K Ultra HD Professional Display	2	\$2,365.00	\$2,365.00	\$4,730.00		
AUDIO									
5	Shure	SHU-QLX D24/SM58-H50	HANDHELD WIRELESS MICROPHONE SYSTEM (H50: 534 to 598 MHz)	1	\$1,249.00	\$1,249.00	\$1,249.00		
6	QSC	NL-C4	Network PoE ceiling-mount loudspeaker for Q-SYS 18" In-Line Preamp, Shock &	8	\$534.00	\$534.00	\$4,272.00		
7	Shure	MX418SE/C	Flange Mount, 10	1	\$294.00	\$294.00	\$294.00	MX418SE/C	
8	Shure	MX418D/S	18" Desktop Base with 10	20	\$374.00	\$374.00	\$7,480.00	MX418D/S	
9	QSC	QIO-ML4i	Q-SYS peripheral providing 4 mic/line inputs. Up to 4 devices daisy-chainable	6	\$670.00	\$670.00	\$4,020.00		
10	QSC	Core Nano	Q-SYS Core Nano audio, video and control (AV&C;) processor extends the applications of the Q-SYS Platform into a wider range of smaller-scale installations across corporate, higher education, healthcare and beyond.	1	\$2,000.00	\$2,000.00	\$2,000.00		
CONTROL									
11	Netgear	M4250-9 G1F-POE +	8 Port Gigabit Managed Switch w/8 PoE+ 110W and 1 SFP Port	1	\$742.00	\$742.00	\$742.00	GSM4210PD	
12	Netgear	M4250-26 G4F-POE +	26 Port Gigabit Managed Switch w/24 PoE+ and 4 SFP Ports	1	\$1,378.00	\$1,378.00	\$1,378.00	GSM4230P	
13	QSC	TSC-70-G3	High performance network touch screen controllers for Q-SYS	1	\$1,905.00	\$1,905.00	\$1,905.00		
ACCESSORIES									
14	RACK Brand	1U-SHELF -V	1U RACK SPACE VENTED SHELF	2	\$49.00	\$49.00	\$98.00		
15	Shure	UA850	50	2	\$138.00	\$138.00	\$276.00	UA850	
16	Furma	SS-6B	Compact Power	1	\$52.00	\$52.00	\$52.00	SS-6B	

17	Lenovo	ThinkStation P3 Tiny Workstation	Compact PC	2	\$1,649.00	\$1,649.00	\$3,298.00	30H00015 US
18	ViewSonic	VX2267-MHD	22" 1080p 75Hz 1ms FreeSync Monitor with HDMI, DP, VGA. 1 to 8 HDMI splitter. Rack mount. Supports HDMI 1.4 (including 4K2K@30Hz). Supports HDCP	10	\$146.00	\$146.00	\$1,460.00	
19	Apantac	HDMI-1X8		1	\$630.00	\$630.00	\$630.00	HDMI-1X8
Total Price							\$60,531.00	

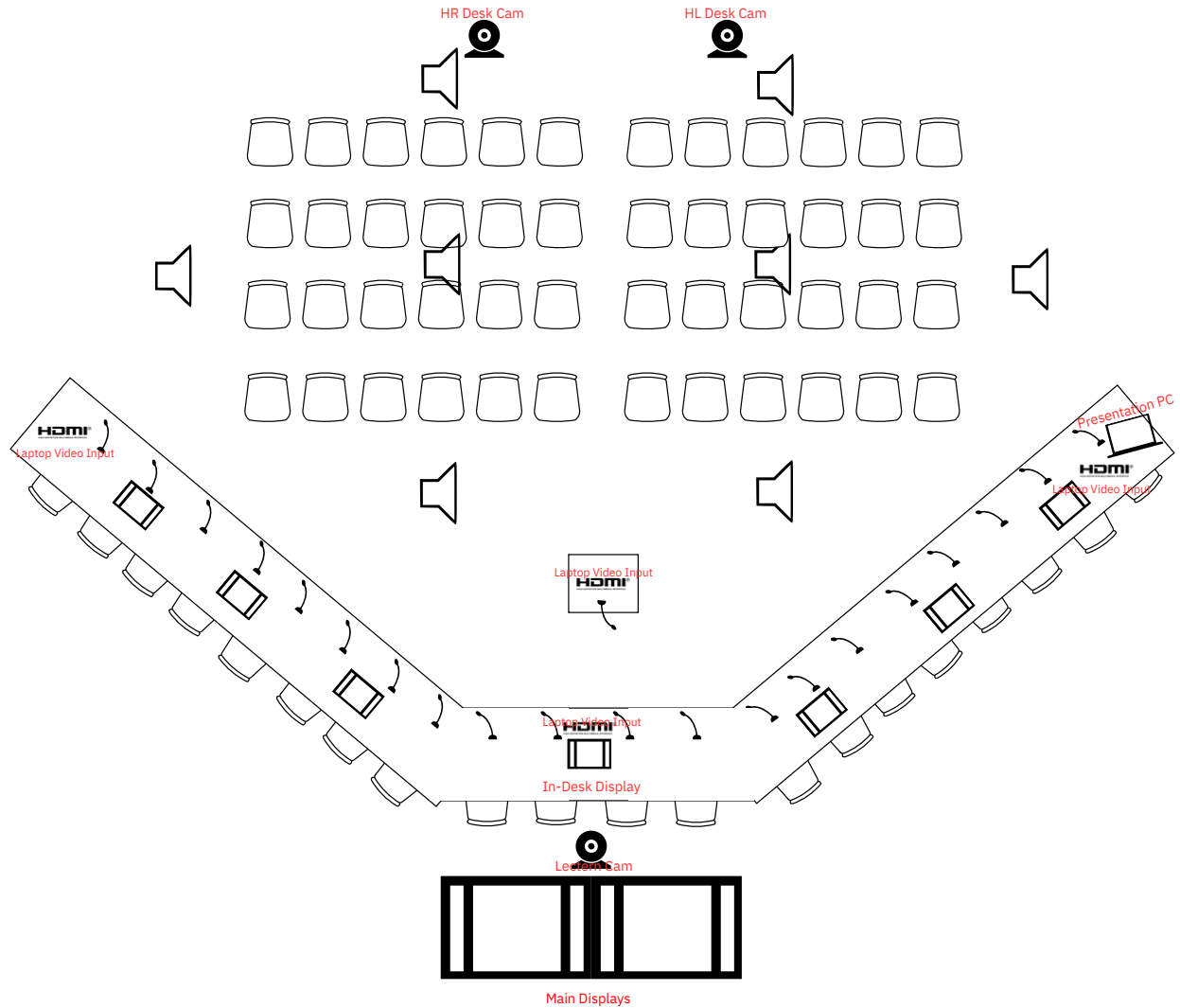
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- *The prices mentioned are USD MSRP and may vary in different regions, contact your regional manufacturer reps to verify or Dealer Price entered by your organization.
- *For projector short/long throw lens type and price, please contact projector manufacturer.
- *Any additional accessories required with above products is to be verified by designers with product manufacturers.
- *Cable length and type to be verified by the system contractor as per site conditions.

WVWDA Public Meeting Room

(This is not a scale drawing)

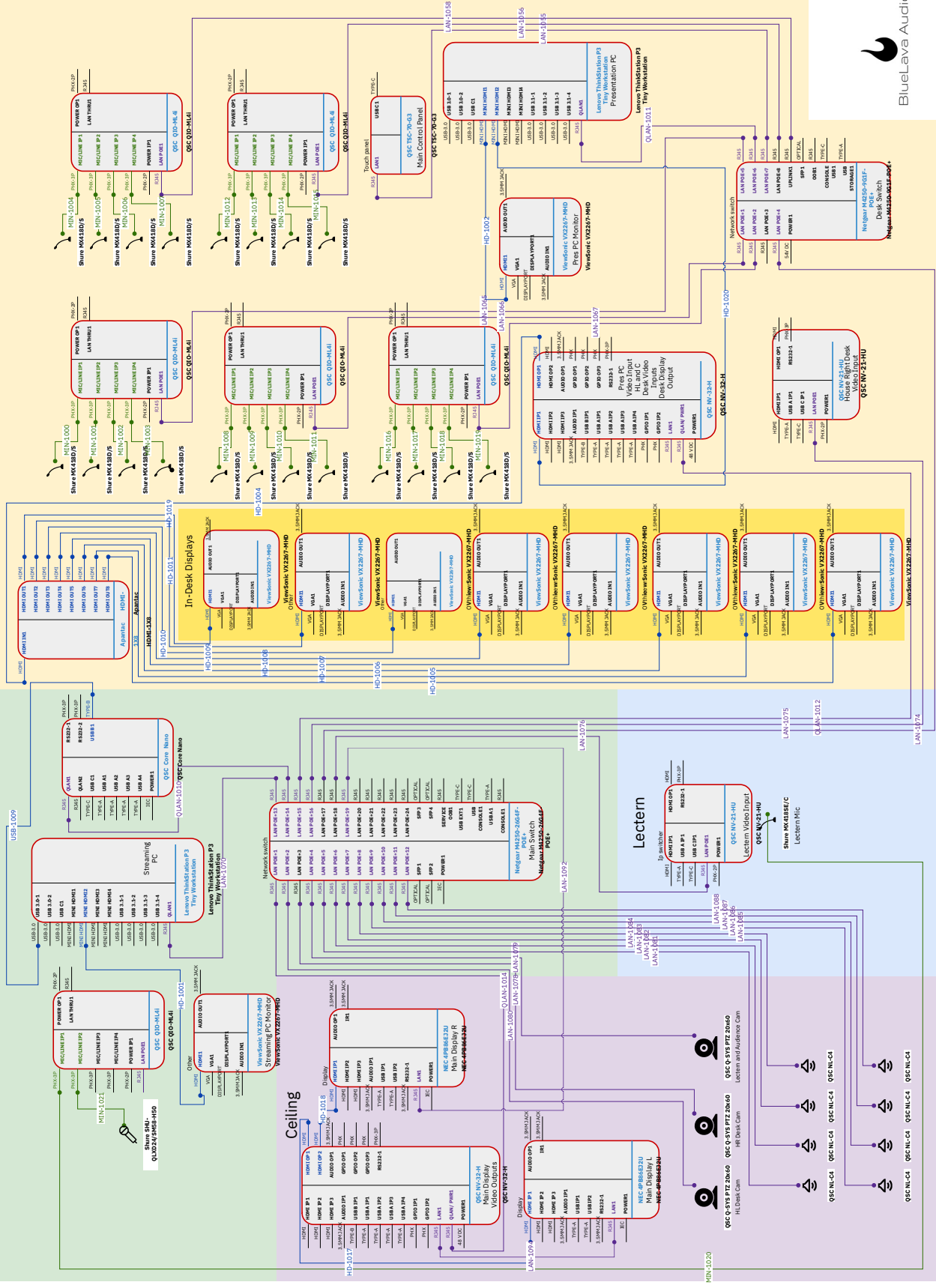


BlueLava Audio

Public Meeting Room

Tech Closet

Desk



BlueLava Audio

Bill Of Material

West Virginia Water Development Authority / Conference Room 107

S.No.	Brand	Model	Description	Qty	MSRP(USD)	Unit Price(USD)	Amount(USD)	Part Number	Internal Code
VIDEO									
1	QSC	NV-32-H	4K60 4:4:4 Network Video Endpoint for the Q-SYS Ecosystem, software configurable as Encoder or Decod	1	\$3,800.00	\$3,800.00	\$3,800.00		
2	NEC	E705-PC3	70" Full HD E-Series LED Commercial-Grade OPS PC Bundle	1	\$4,039.00	\$4,039.00	\$4,039.00	E705-PC3	
3	QSC	NC-110	110 Horizontal Field of View, ePTZ network camera, PoE, includes mounting bracket for monitor and s	1	\$1,335.00	\$1,335.00	\$1,335.00		
AUDIO									
4	QSC	NL-C4	Network PoE ceiling-mount loudspeaker for Q-SYS	4	\$534.00	\$534.00	\$2,136.00		
5	QSC	Core Nano	Q-SYS Core Nano audio, video and control (AV&C;) processor extends the applications of the Q-SYS Platform into a wider range of smaller-scale installations across corporate, higher education, healthcare and beyond.	1	\$2,000.00	\$2,000.00	\$2,000.00		
6	Sennheiser	Team connect Ceiling 2	Ceiling microphone with intelligent beamforming focus	1	\$4,500.00	\$4,500.00	\$4,500.00		
CONTROL									
7	QSC	TSC-50-G 3	High performance network touch screen controllers for Q-SYS	1	\$1,500.00	\$1,500.00	\$1,500.00		
8	Netgear	M4250-12 M2XF	Netgear MSM4214X-TAANAS 12-Ports 2.5G and 2-Ports SFP+ Managed Switch	1	\$979.00	\$979.00	\$979.00	MSM4214 X	
ACCESSORIES									
9	Lenovo	ThinkStation P3 Tiny Work station	Compact PC	1	\$1,649.00	\$1,649.00	\$1,649.00	30H00015 US	
10	Lenovo	4X30H56 796 1U-SHELF	Wireless Mouse and keyboard	1	\$46.00	\$46.00	\$46.00	4X30H567 96	
11	RACK Brand Middle Atlantic	-V	1U RACK SPACE VENTED SHELF	1	\$49.00	\$49.00	\$49.00		
12		BRK6	6 RU Black Laminate Rack	1	\$199.00	\$199.00	\$199.00	BRK6	
13	Extron	HDMI Pro/50	50	1	\$277.00	\$277.00	\$277.00		
Total Price							\$22,509.00		

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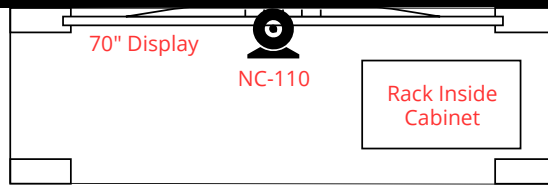
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*The prices mentioned are USD MSRP and may vary in different regions, contact your regional manufacturer reps to verify or Dealer Price entered by your organization.

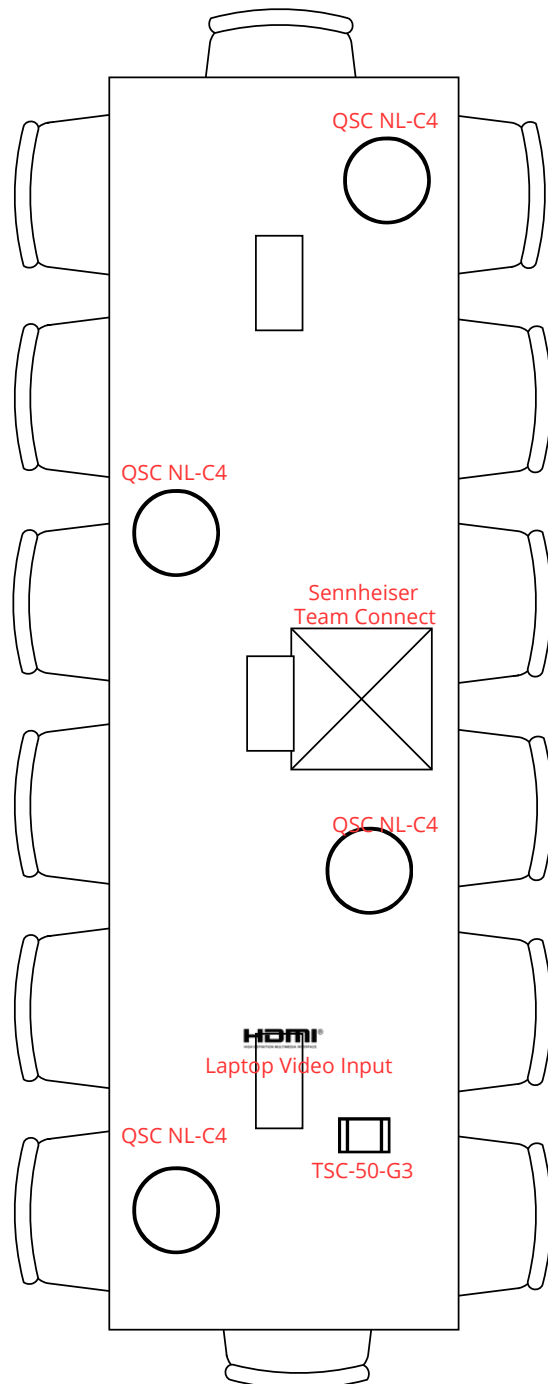
*For projector short/long throw lens type and price, please contact projector manufacturer.

*Any additional accessories required with above products is to be verified by designers with product manufacturers.

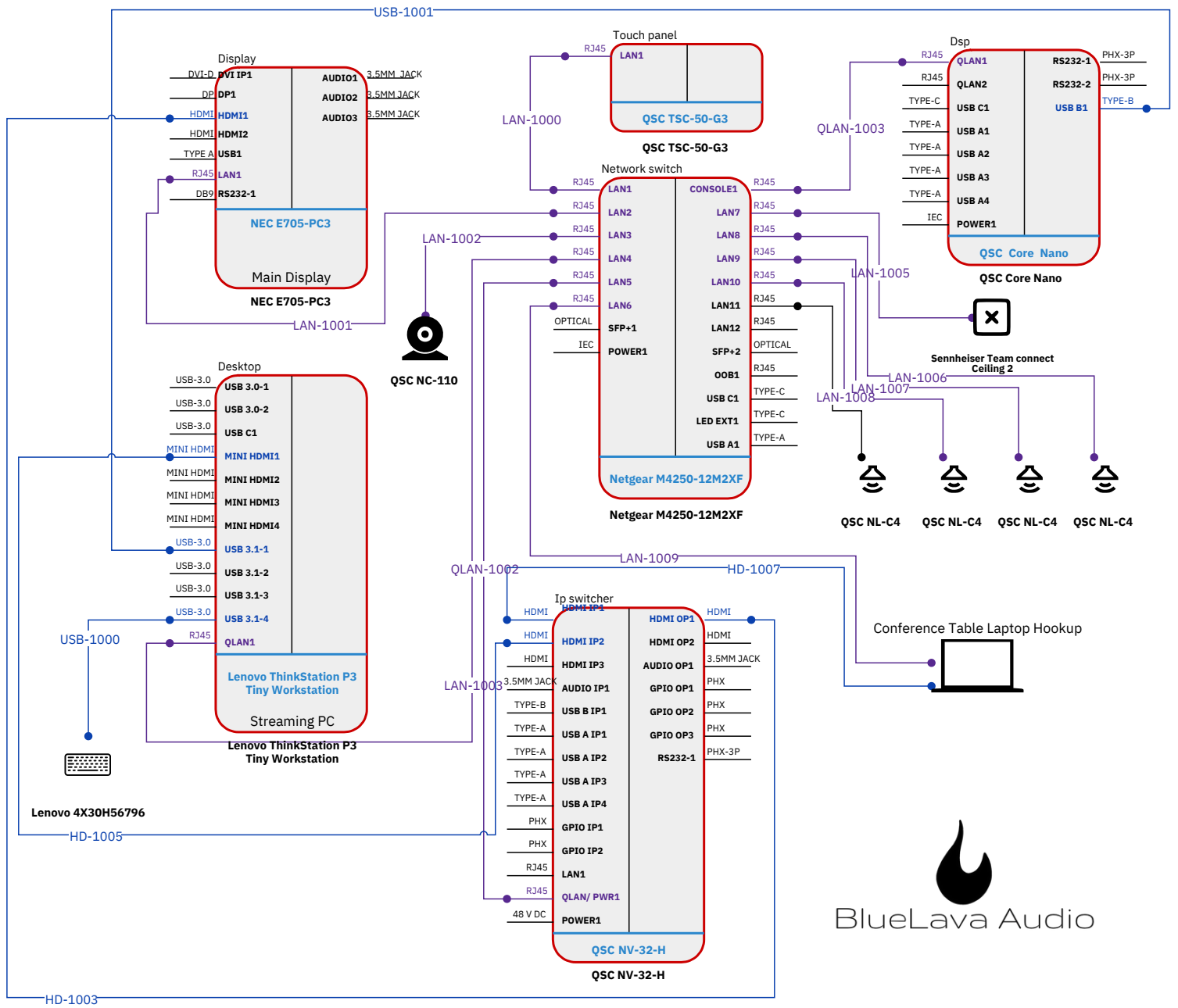
*Cable length and type to be verified by the system contractor as per site conditions.



WWDA Conference Room 107



WVWDA Conference Room 107



Bill Of Material

West Virginia Water Development Authority / Upstairs Conference Room

S.No.	Brand	Model	Description	Qty	MSRP(USD)	Unit Price(USD)	Amount(USD)	Part Number	Internal Code
VIDEO									
1	QSC	NV-32-H	4K60 4:4:4 Network Video Endpoint for the Q-SYS Ecosystem, software configurable as Encoder or Decod	1	\$3,800.00	\$3,800.00	\$3,800.00		
2	NEC	E705-PC3	70" Full HD E-Series LED Commercial-Grade OPS PC Bundle	1	\$4,039.00	\$4,039.00	\$4,039.00	E705-PC3	
3	QSC	NC-110	110 Horizontal Field of View, ePTZ network camera, PoE, includes mounting bracket for monitor and s	1	\$1,335.00	\$1,335.00	\$1,335.00		
AUDIO									
4	QSC	NL-C4	Network PoE ceiling-mount loudspeaker for Q-SYS	2	\$534.00	\$534.00	\$1,068.00		
5	QSC	Core Nano	Q-SYS Core Nano audio, video and control (AV&C;) processor extends the applications of the Q-SYS Platform into a wider range of smaller-scale installations across corporate, higher education, healthcare and beyond.	1	\$2,000.00	\$2,000.00	\$2,000.00		
6	Sennheiser	Team connect Ceiling 2	Ceiling microphone with intelligent beamforming focus	1	\$4,500.00	\$4,500.00	\$4,500.00		
CONTROL									
7	QSC	TSC-50-G 3	High performance network touch screen controllers for Q-SYS	1	\$1,500.00	\$1,500.00	\$1,500.00		
8	Netgear	M4250-12 M2XF	Netgear MSM4214X-TAANAS 12-Ports 2.5G and 2-Ports SFP+ Managed Switch	1	\$979.00	\$979.00	\$979.00	MSM4214 X	
ACCESSORIES									
9	Lenovo	ThinkStation P3 Tiny Work station	Compact PC	1	\$1,649.00	\$1,649.00	\$1,649.00	30H00015 US	
10	Lenovo	4X30H56796 1U-SHELF	Wireless Mouse and keyboard	1	\$46.00	\$46.00	\$46.00	4X30H56796	
11	RACK Brand Middle Atlantic	-V	1U RACK SPACE VENTED SHELF	1	\$49.00	\$49.00	\$49.00		
12		BRK6	6 RU Black Laminate Rack	1	\$199.00	\$199.00	\$199.00	BRK6	
13	Extron	HDMI Pro/50	50	1	\$277.00	\$277.00	\$277.00		
Total Price							\$21,441.00		

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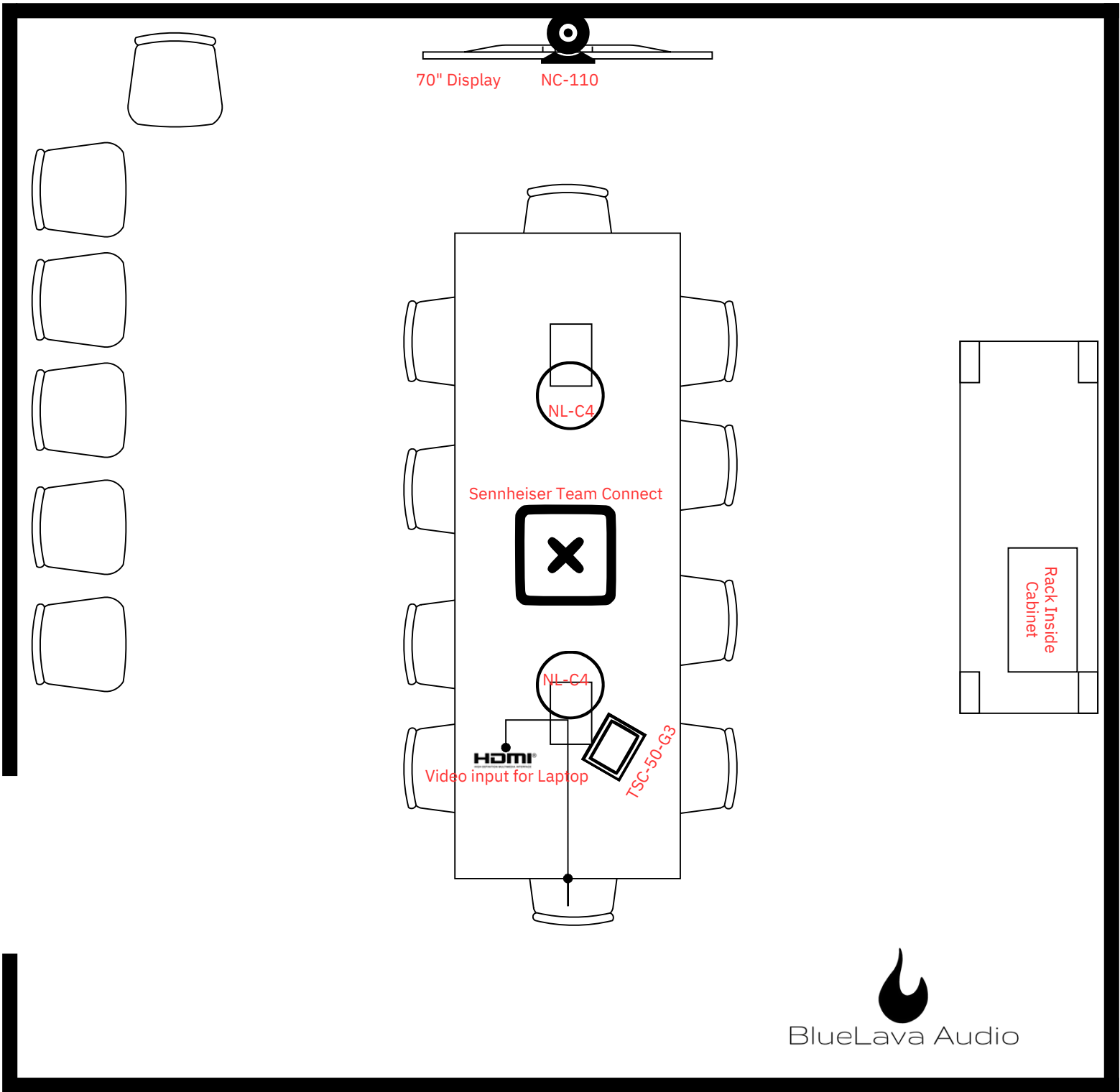
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*For projector short/long throw lens type and price, please contact projector manufacturer.

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*Cable length and type to be verified by the system contractor as per site conditions.

WVWDA Upstairs Conference Room



WWDA Upstairs Conference Room

