

REQUEST FOR PROPOSALS

FOR

AUDIOVISUAL EQUIPMENT AND INSTALLATION SERVICES

Issued by the St. Louis Economic Development Partnership

Proposals Due By:

3:00 PM on Friday, March 1, 2024

St. Louis Economic Development Partnership

ATTN: Erika Castillo

120 S. Central Ave., Suite 200

St. Louis, Missouri 63105

Ecastillo@stlpartnership.com

Introduction

The St. Louis Economic Development Partnership (the “Partnership”) is a nonprofit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

The Partnership is currently moving to and renovating its office space located at 120 S. Central Avenue, Suite 200, St. Louis, MO (the “Property”). As a result, the Partnership issues this Request for Proposals (the “RFP”) for a qualified contractor to provide, deliver, and install audiovisual equipment for the Partnership’s training room, which holds approximately fifty (50) people, and board room, which holds approximately twenty-five (25) people (the “Services”). The audiovisual equipment will be used primarily to facilitate video conferencing via common platforms (such as Zoom, Teams, Webex, Google Meet, etc.) and to provide presentations for groups of individuals.

Scope of Services

The Services would include, but are not necessarily limited to, the following:

1. Evaluate the Partnership’s board room and training room and advise on optimal design and audiovisual solution needs.
2. Provide, deliver, and install all audiovisual equipment for the Property’s board room and training room. For more information on desired equipment, please refer to the specifications document attached hereto as **Exhibit A**. The Partnership is open to recommendations for equipment.
3. Assist with the installation of any existing equipment provided by the Partnership in the training room and board room.
4. Start the audiovisual system and check for proper operation.
5. Provide user training, as necessary.

PLEASE NOTE: The Partnership will consider proposals from firms able to provide some or all of the Services, and the Partnership reserves the right to select multiple firms. As a result, all interested firms are encouraged to submit proposals, even if a particular firm is not able or interested to provide the entire scope of services.

Walk Through

There will be **two** scheduled, optional walk-throughs of the Property, which will be conducted from **9-12 AM CST on Tuesday, February 20, 2024**, and **1-3 PM CST on Wednesday, February 21, 2024**, with the option to extend as needed. Please RSVP to Bill Budde at WBudde@stlpartnership.com, with a copy to Erika Castillo at ecastillo@stlpartnership.com to attend the scheduled walk through.

Proposal Content

Proposals must include, at a minimum, the following information:

1. Capabilities of the Equipment. Provide a description of the equipment, including relevant capabilities and features, including third party user reviews where possible. For more information on desired equipment capabilities, please refer to the specifications document attached hereto as **Exhibit A**. The Partnership is open to recommendations for equipment.
2. Experience. Provide a description of the contractor’s history and experience in installing similar equipment.
3. Timeline. Provide a description of the firm’s availability and proposed timeline to provide the Services.
4. Pricing. Proposals shall clearly state all fees and expenses to be charged for the equipment to be provided, including delivery costs. The “Reference for Pricing” guide below may be utilized to identify all costs other pertinent information associated with the equipment to be provided.

a. Reference for Pricing:

Equipment	Price/each
Recommended or suggested alternatives	Price/each
Anticipated delivery time	Number of days
Deliver, Install & Set-up price	Price/each
<u>Implementation and Training (as applicable)</u>	<u>Price</u>
All categories	Total price

5. Approach to Diversity, Equity, and Inclusion. Provide a description of the firm’s approach to diversity, equity, and inclusion in providing the Services.
6. Additional Services. Provide a description of any additional services related to the project. This may include training services, design, or implementation of unique audiovisual solutions. Preference may be given to contractors who provide unique and/or alternative audiovisual solutions that improve the space.

Selection Criteria

Proposals submitted will be reviewed by staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Capabilities of the Equipment;
2. Experience;
3. Timeline;
4. Pricing;
5. Approach to diversity, equity, and inclusion;
6. Additional Services (i.e., training, design, and implementation); and
7. Responsiveness to the RFP categories.

The St. Louis Economic Development Partnership actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms and Conditions

The following terms and conditions apply to all proposals:

1. The Partnership reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of the project; to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Partnership as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the Partnership, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

Submission of Proposals

To be considered, proposals must be received no later than **Friday, March 1, 2024, at 3:00 PM CST. Proposals received after the deadline identified above will not be considered.**

Schedule

RFP Published	Thursday, February 8, 2024
Site Visits	February 20-21, 2024
Submission of Proposals by	Friday, March 1, 2024

Please RSVP to Bill Budde at Wbudde@stlpartnership.com, with a copy to Erika Castillo at Ecastillo@stlpartnership.com, to attend the scheduled walk throughs.

Electronic proposals should be sent by email to Ecastillo@stlpartnership.com.

St. Louis Economic Development Partnership
 Attn: Erika Castillo
 120 S. Central Ave, Suite 200
 St. Louis, Missouri 63105
 (314) 615-7663

EXHIBIT A

Specifications Information

Audio Visual Equipment Overview

Training Room

- A commercial grade designed, installed, and configured audio visual solution that includes consideration of the following:
 - An integrated but user-friendly interface for all audio visual capabilities
 - Multiple commercial display monitors on front wall with ability to display same source on both display monitors or a separate source on each display monitor
 - Multiple connection options, including wired and wireless laptop presentation capability
 - Video conferencing system capability with front camera and/or rear pan/tilt/zoom camera selection controlled by wall mounted touch panel
 - Digital audio-conferencing processor hardware, including digital beam-forming ceiling microphones for video calls
 - Ability to incorporate owner furnished equipment as requested

Board Room

- A commercial grade designed, installed, and configured audio visual solution that includes consideration of the following:
 - Single commercial display monitors on front wall
 - May only need a wired connection, but may consider multiple connection options, including wireless laptop presentation capability
 - Video conferencing system capability with front camera and/or rear pan/tilt/zoom camera selection controlled by wall mounted touch panel or equivalent
 - Digital audio-conferencing processor hardware, including digital beam-forming ceiling microphones for video calls
 - Ability to incorporate owner furnished equipment as requested

Please note: The Partnership may update this list at any time. The Partnership is open to recommendations for additional and/or alternative equipment that would best fit the two rooms and the needs of the Partnership. All contractors are encouraged to attend a walk-through of the Property to evaluate what audiovisual solutions may be most appropriate for each space.