

**Request for Proposal (RFP)**  
**Upgrade of Audio-Visual Equipment for Meeting Room B**  
**Warren-Newport Public Library**  
**224 O'Plaine Rd, Gurnee, Illinois 60031**  
**Date Issued: Wednesday, November 13, 2024**  
**Proposal Due Date: Thursday, December 5, 2024**

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## **1. Introduction**

Warren-Newport Public Library (WNPL) is seeking proposals from qualified vendors to upgrade the audio-visual (AV) capabilities of Meeting Room B to enhance the overall user experience and support various events such as meetings, workshops, and presentations.

WNPL's Meeting Room A and Meeting Room B are separated by a removable divider wall, which can be opened to provide a larger meeting space. The total square footage of both spaces is approximately 2200 square feet. Photos of the space can be seen here:

<https://www.wnpl.info/meeting-room-application/>

## **2. Objective**

The goal of this project is to provide a reliable, user-friendly AV solution in Meeting Room B, enabling high-quality audio and video experiences suitable for both in-person and virtual events. The AV system will allow for audio to be heard in both Meeting Room A and Meeting Room B when necessary. The library is interested in receiving recommendations for equipment upgrades, particularly cutting-edge AV technology that aligns with industry standards. Additionally, the selected vendor will be responsible for the safe removal and disposal of existing AV equipment and training for library staff.

## **3. Scope of Work**

The selected vendor will be responsible for:

- **Designing and installing** an AV system that meets current industry standards for small to medium-sized meeting spaces. The AV system should allow the choice of audio in only Meeting Room B or in both Meeting Rooms A and B.
- **Providing and recommending equipment** that includes but is not limited to projectors/screens or displays, audio systems, microphones, control systems, and cameras, with an emphasis on cutting-edge technology recommendations.
- **Integrating equipment** with existing library technology as needed.
- **Any ancillary contract work required**, including, but not limited to, electrical, low voltage, sheetrock, carpentry, or construction.
- **Testing and commissioning** of the system to ensure it meets specifications.
- **Procurement, fees, management, and submission** of any required permits.

- **Removing and disposing of old equipment** in an environmentally responsible manner, adhering to local regulations for e-waste.
- **Providing training** for library staff, covering operation, troubleshooting, and regular maintenance of the system to ensure staff can effectively use and support the equipment.

#### **4. Technical Requirements**

##### **4.1 Display and Projection**

- A high-definition display or projection system suitable for visibility throughout the room.
- Compatibility with various input sources (HDMI, wireless presentation, etc.).
- Recommendations for advanced display options that may benefit meeting room use.

##### **4.2 Audio System**

- Clear, balanced audio coverage throughout the room.
- Multiple microphone options for presenters and audience interaction.
- Advanced noise control features to minimize disruptions, including isolating sound in Meeting Room B from Meeting Room A.

##### **4.3 Video Conferencing and Cameras**

- High-quality video camera(s) that capture the full room for remote participants.
- Video conferencing capability compatible with platforms such as Zoom, Microsoft Teams, and Google Meet.
- Suggestions for innovative video conferencing technology that enhances participant engagement and ease of use.

##### **4.4 Control System**

- An intuitive control panel to manage all AV functions.
- Wireless control options restricted to room only are desirable.
- User-friendly presets for common room configurations, with suggestions for any emerging technologies in room control.

##### **4.5 Removal and Disposal of Old Equipment**

- Vendor is responsible for safely removing existing AV equipment from Meeting Room A and B.
- All old equipment must be disposed of in compliance with environmental regulations and local e-waste disposal standards.
- Provide documentation of disposal to ensure compliance with any necessary regulations.

##### **4.6 Staff Training**

- Comprehensive training for library staff, covering system operation, troubleshooting, and regular maintenance.
- Training sessions should include both hands-on practice and documentation to ensure staff are well-equipped to operate the system independently.
- Follow-up support or training refreshers should be available if needed.

## 5. Vendor Requirements

### 5.1 Qualifications

- Demonstrated experience with similar AV installations.
- References from at least three (3) recent clients.
- Knowledge of AV standards and emerging technologies.

### 5.2 Proposal Submission Requirements

Vendors should provide:

- **Project Approach:** Description of the approach to design and install the AV system.
- **Equipment List and Recommendations:** Detailed list of proposed equipment, including model numbers, specifications, and any recommendations for state-of-the-art technology that would benefit the library.
- **Budget Estimate:** Itemized cost breakdown for equipment, labor, removal and disposal of old equipment, training, and any additional fees.
- **Timeline:** Ability to complete the project as quickly as possible in April or May of 2025. Vendor agrees to meet WNPL's timeline for the completion of the project. Failure to meet the dates outlined in the timeline will result in penalties agreed upon prior to the finalization of the contract.
- **Staff Training Plan:** Outline of the proposed staff training sessions, including hands-on training, documentation, and any follow-up support.
- **References:** Contact information for three recent clients for similar work.

### 5.3 Evaluation Criteria

- Quality of proposed AV solution, including user friendliness, innovative technology, and training plan (30%)
- Demonstrated experience and references (20%)
- Project timeline (20%)
- Cost-effectiveness of the proposal (30%)

## 6. Project Timeline

The following timeline outlines key milestones for this project:

- **RFP Released:** Wednesday, November 13, 2024
- **Building Walkthrough:** Friday, November 22, 2024 at 10 a.m.  
(Optional walkthrough for vendors to examine Meeting Room B and existing equipment)
- **RFP Responses Due:** Thursday, December 5, 2024 by 12 p.m.
- **Library Staff Bid Review:** Friday, December 6, 2024
- **Reference Checks Complete:** Friday, December 13, 2024
- **Library Board of Trustees Approves Bid:** Tuesday, December 17, 2024
- **Vendor Hired:** Wednesday, December 18, 2024

*Dates are subject to change; all vendors will be notified promptly of any adjustments.*

## **7. Submission Instructions**

Proposals should be submitted by Thursday, December 5, 2024 to:

Ryan Livergood  
Warren-Newport Public Library  
224 O'Plaine Rd, Gurnee, Illinois. 60031  
rlivergood@wnpl.info  
847-244-5150 x3101

## **8. Terms and Conditions**

- Warren-Newport Public Library reserves the right to accept or reject any or all proposals.
- All costs incurred in the preparation of the proposal shall be borne by the vendor.
- Project completion must adhere to the agreed timeline unless otherwise negotiated.