

City of San Dimas California



REQUEST FOR PROPOSALS City Council Chambers Audio and Video Equipment Replacement

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IS Administrative Analyst

January 20, 2023
City of San Dimas, California

PROPOSAL DEADLINE: February 27, 2023

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1 Introduction

1.1 Overview

The City of San Dimas (City) is issuing a Request for Proposal (RFP) in order to select and contract with a qualified consultant (“vendor”) to replace the existing audio/video (A/V) system in the Council chamber utilizing industry standard production equipment. The vendor selected will be responsible for acquisition and implementation of all selected components, project management, and providing a complete installation that meets the performance requirements as stated in the final contract

This RFP does not obligate the City of San Dimas to award a contract or complete the project and the City of San Dimas reserves the right to cancel the solicitation if it is considered to be in its best interest.

1.2 About San Dimas

Incorporated in 1960, San Dimas is nestled in the foothills of the San Gabriel - Pomona Valleys. San Dimas is situated approximately 20 miles east of Los Angeles and has a population of approximately 34,000. L.A. County Sheriff’s Department maintains law enforcement responsibility for the City and L.A. County Fire provides fire protection.

San Dimas maintains a council-manager form of government. Residents are stakeholders in a municipal corporation, electing a mayor and four council members in their respective districts to represent them. As elected representatives of its citizens, the City Council develops and establishes ordinances and policies in the best interest of its citizens. The City Council acts as a part-time board of directors, appointing a City Manager to conduct the City's day-to-day affairs. The City Council is committed to maintain and continue to enhance the "quality of life" in San Dimas.

1.3 Project Timeline

Project Timeline Dates	
RFP Release Date	January 25, 2023
Mandatory Pre-proposal Walk-Through	February 2, 2023
Request for Information Due Date	February 10, 2023
Request for Information Response Date	February 16, 2023
Proposal Deadline	February 27, 2023
Proposal Evaluations Completed	March 6, 2023
Vendor Interviews	March 14, 2023
Final Vendor Selection/Award	April 11, 2023
Preferred Work Completion	May 31, 2023

1.4 City of San Dimas Contact Information

This RFP is issued by the City of San Dimas, 245 E Bonita Ave, San Dimas, CA.

The point of contact for all questions or requests for additional information is:

Contracting Contact:
 Jonathan Marin
 City of San Dimas
 245 E Bonita Ave
 San Dimas, CA 91773
 Email: jmarin@sandimasca.gov

All questions shall be via email only. All contact with personnel employed by the City of San Dimas except for the contact persons named above with respect to this RFP shall be prohibited. Improper contact may constitute grounds for rejection of your proposal.

1.5 RFP Inquiries

All inquiries regarding this RFP including requests for additional information or clarification and proposed modifications or amendments to the RFP must be submitted in writing in accordance with 1.4 above. **All inquiries must be received no later than 5:00 PM on February 27, 2023 and must be labeled “City of San Dimas Council Chambers Audio and Video Equipment Replacement.”** Each inquiry must include the inquirer’s name, firm, telephone number and email address. Each inquiry should begin by referencing the RFP page number and section to which it relates.

The City of San Dimas will attempt to provide any assistance or additional information of a reasonable nature that may be requested by interested vendors. Any request for assistance or information must be submitted in writing and before the RFI due date. Any requests after that will be rejected.

Inquiries received after the February 27, 2023, 5:00 PM deadline **will not** be considered. All inquiries received before the deadline will be compiled and responses to inquiries will be posted on the City of San Dimas website, located at sandimasca.gov

1.6 Mandatory Pre-Proposal Walk-Through

Location: City of San Dimas, 245 E Bonita Ave. San Dimas, CA 91773

Date: **February 2, 2023**

Time: **10 AM**

1.7 Terms of Service

The City of San Dimas wishes to engage a vendor for the duration of this project and for any needed on-going maintenance services. Specific deliverables related to the scope of work for this project will be included in the final agreement.

2 Goals and Background

2.1 Project Objectives and Goals

The City of San Dimas seeks to ensure the following objectives are met through the equipment replacement of the existing A/V system with a high-definition system that meets industry standard production quality:

- 2.1.1 **Improving the A/V technology** – We are seeking to enhance the viewing experience of public meetings for those attending in-person, streaming online, or watching through the Public Access Channel 3.
- 2.1.2 **Produce a High-Definition Broadcast** – With technology rapidly changing a 4K system is needed to provide the best viewing experience.
- 2.1.3 **Accessibility Improvements** – The City of San Dimas must comply with ADA and state law requirements to accommodate members of the public who may have a disability that must be reasonably accommodated with the use of Technology.
- 2.1.4 **Virtual Meeting Integration** – Due to recent changes to the California Open Meetings Law (Brown Act; Gov. Code §§ 54950 et seq.) currently authorizes the City Council to hold virtual meetings if certain conditions exist, in which persons attending by telephone call or computer have the same ability to participate and attend a virtual or hybrid meeting as those persons attending in-person. New system upgrades would require the integration of virtual or remote attendees with in-person attendees seamlessly.
- 2.1.5 **Optionally** – Include A/V equipment to the Council Chambers conference room.

2.2 Current Equipment and Configuration

The City of San Dimas has determined that the existing system/components are end-of-life, obsolete, and/or no longer supported

- 2.1.6 **Audio Equipment** – 16 movable tabletop microphones, 1 public podium microphone, and 4 recessed speakers where the audience sits. Microphones are separated out by sections A, B, and C, with each section being fed into a Shure SCM810 8-Channel Mixer. The podium microphone is fed into an Extron XPA 2001 amplifier. All audio is then run through a dbx Professional Products 166XL compressor which then gets combined with video. Simultaneously a Mackie 2404-VLZ3 24-channel mixer receives audio from each microphone for controller to manipulate the levels. Described in Audio Flow Chart below for further details.

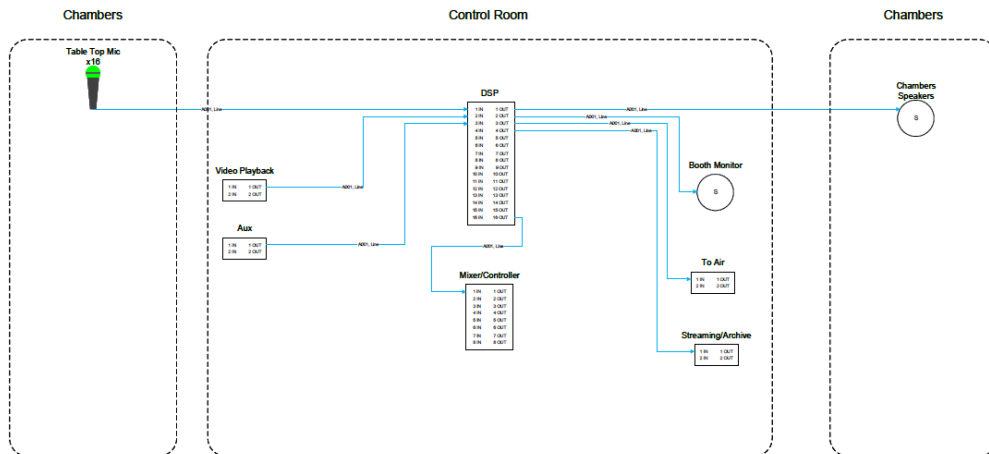


Figure 1 Audio Flow Chart (See Appendix A for more detail)

2.1.7 **Video Equipment in Chambers** – 4 Sony BRC-300P PTZ cameras are connected to a Sony RM-BR300 camera control unit. From the camera control unit then the Sony MCS-8S provides a connection to the Graphic Creator and a PGM out that is recorded by a AJA KiPRO. The PGM out also feeds the SDI distribution that connects to Castus and YouTube. The Castus stream must be converted to a SDI analog converter before going to a Spectrum Distribution Box. A Blackmagic interface unit is used for zoom feeds to be included. Castus provides the City of San Dimas closed caption services, but they work intermittently. See Video Flow Chart below for further details.

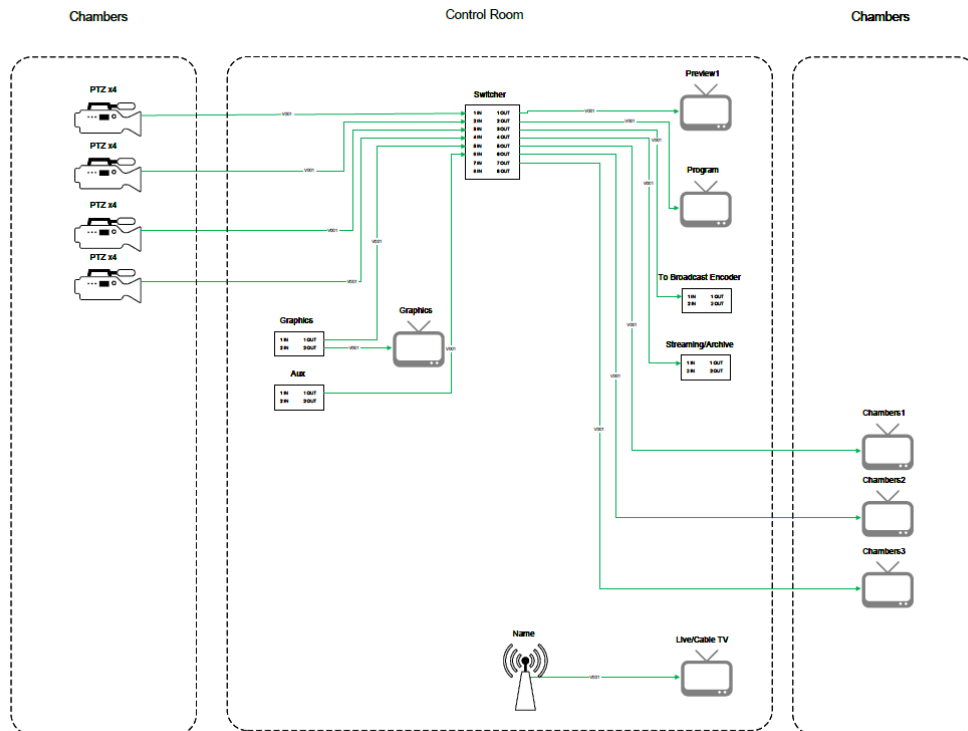


Figure 2 Video Flow Chart (See Appendix B for more detail)

- 2.1.8 **Presentation Equipment** – 2 wall-mounted televisions with Spectrum service are on the Public Access channel and point at the crowd to provide audience a chance to see closed captions and a better view of the presentation. A Vizio smart TV that is pointed at council for staff presentations, and a Panasonic projector was installed May 2021 for staff presentations. Projector will not be replaced and will remain out of scope.
- 2.1.9 **City Council Chambers Conference Room** – The room is equipped with a television that is connected to a PC and has a basic webcam for zoom calls. Alternatively, there is also a dropdown projector and screen for larger meetings.

3 Scope of Work

3.1 Vendor Experience and Development Criteria

Preference will be given to vendors with experience designing and implementing A/V systems successfully for rooms of similar size and complexity. The selected candidate should have experience in managing local government projects. It is expected that the selected candidate will prepare an assessment of the current Council Chamber system and will submit a proposed time-line schedule for implementation. The selected vendor will provide a complete turnkey A/V system and perform all services described below.

3.2 A/V and Broadcast System

The item list provided below is a conceptual set of items to support an improved viewer experience for all audience members. The list is only intended to provide a guideline for equipment, functionality, and innovation but does not include all equipment needs for the objective. Alternative recommendations will be considered during the evaluation phase, except if they are requirements.

3.2.1 Audio

- Provide for the direct integration of audio systems for the purpose of ADA compliance
- New Mixer and processing system in the Chambers that provides missing functions such as automatic gain control for microphones
- New control room audio monitors
- Upgraded sound system for chambers
- Auxiliary audio input in control room with ability to patch in local audio sources for the purpose of background audio

3.2.2 Video

- New 4K PTZ cameras for Council Chambers
- Upgraded PTZ camera controller
- Video scaling switcher to support legacy video formats including Composite, Component, DVI, and HDMI
- Improved video distribution to the local monitors and projector in the Chambers. The new distribution will be 4K capable and will be a direct feed without delays
- New broadcast switcher
- New video monitors for control room and Council Chambers
- Computer graphics creator with advanced playback and creation features
- New video capture, distribution, and archiving system
- New signal converting equipment
- New distribution software

- Replacement of existing VGA connections with HDMI connections
- New video conversion, switching, distribution, and cabling to handle new digital format
- Any additional equipment for providing a 4K broadcast to cable and online channels

3.2.3 Other Supporting Items

- Any supplies and accessory items necessary for installation and delivery of a fully functional system
- UPS Battery Backup and Surge Protection: Proposal must include sufficient UPS battery backup units for all Live Production and master control area computers and other critical equipment during short term power outages. Critical equipment includes all the equipment in the Live production system needed to keep, monitor, and control the broadcast systems and Live Production system. ALL equipment must be protected by quality surge protection power strips or other equipment. UPS units should be sized to operate using the 110V power available in the Control Room
- Ongoing technical support for all installed equipment and software
- Training for equipment and systems before final sign-off
- Relevant visio charts and instructions to all installed equipment for troubleshooting

3.2.4 Optional Council Chambers Conference Room

- 4K PTZ camera
- New ceiling microphones
- Wiring to the existing control room
- Anything further equipment required to make the conference room broadcast capable

3.3 Project Requirements

- 3.4.1 **Implementation** – The proposal should include a comprehensive timeline for each phase of the project, including meetings with City staff, redesign, procurement, presentation, implementation, and training. The City's goal is to launch the new design before May 31, 2023. Project work to be coordinated with City staff as to not impact regularly scheduled City Council and Commission meetings.
- 3.4.2 **Testing** – At least a one-week QA/QC testing period during which new equipment is available to core test users. The vendor will supply as-builds for new system that will include wiring diagrams and components installed.
- 3.4.3 **Training** – Selected candidate will provide training on new A/V system. Training should be onsite for IT and A/V staff. Please provide number of hours of training.
- 3.4.4 **Warranty** – The City requires the following warranties starting from the date of system acceptance. The system acceptance date is the date on which the installed system is fully operational and accepted by the City as complete.
- Minimum 1 year warranty on all hardware and equipment, including troubleshooting, technical support, and installation of firmware updates.
 - Minimum 1 year warranty on all system software, including troubleshooting, technical support, and installation of software patches or updates.
 - Minimum 1 year warranty on physical installation, including cabling.
 - Minimum 1 year warranty on changes needed to bring the system into operability and compliance with the requirements of the RFP. This includes custom programming work that is missing or not fully functional, but not discovered until after system acceptance.

3.7 Maintenance and Support

The vendor's products and equipment, must have qualified and available support included as a part of ongoing services to maintain the A/V system, using materials meeting the following criteria:

- 3.7.1 **Online Resources** – An online repository of resources that include step-by-step guidance on all features and components of the system. 24/7 access to support materials including, but not limited to: online training manuals, support FAQs, customer support forums, instructional videos, informational newsletters, informational and support-driven webinars (live and archived), request forms, online education courses and support-related updates through common social networking mediums.
- 3.7.2 **Support** – Selected vendor shall provide access to live support available via e-mail or phone during vendor's normal business hours. The support team must be fluent in the functionality and be available to assist City staff troubleshoot and resolve problems associated with the redesign.
- 3.7.3 **Support Service Level Agreement** – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantee of customer support as well as a service escalation process.

Vendor must commit to providing notice of releases of and new updates for the new system components or software. Any regular maintenance on hardware equipment should be detailed thoroughly.

3.8 Additional Options

Although the City of San Dimas has specific requirements, ideas from the vendor for a better-quality system are welcome. We encourage respondents to consider and propose alternative solutions and recommendations. We are particularly interested in a high-definition system that is compact but robust, a challenge that your company may have already assisted other customers accomplish.

4 Evaluation of Proposals

4.1 Evaluation of Submitted Proposals

The City of San Dimas will conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. All proposals that are properly submitted will be evaluated using the evaluation criteria listed below. All proposals that are properly submitted will be evaluated by the Evaluation Committee which will make recommendations for the award. The City will form an Evaluation Committee to review all submittals received by the deadline. Any submittal failing to meet any of the qualifications requested in this RFP will be rejected. The purpose of the Evaluation Committee is to recommend which vendor is best able to provide a fully functioning system to the City's requirements, and within the City's budget.

4.2 Evaluation Criteria

This set of criteria will be used to evaluate each vendor's proposal. A contract will be awarded to the vendor that best satisfies the overall requirements of the RFP. Each proposal will be evaluated based on the level of creativity, differentiation, and measurability.

- 4.2.1 Organization Background (10%)
- 4.2.2 Recommended Solution (30%)
- 4.2.3 Technical Expertise (30%)
- 4.2.4 Client List and References (10%)

4.2.5 Pricing (20%)

4.3 Evaluation

Proposals will be distributed to the members of the Evaluation Committee for evaluation utilizing the criteria set forth above.

4.4 Interviews and Demonstrations

We will schedule in-person or web-based interviews with the top three companies based on satisfying the evaluation criteria above. City staff will reach out to the main contact at each of the three companies to schedule a date and time that works for the company as well as the Evaluation Committee.

4.5 Recommendation for Award

After the interviews have been conducted, the Evaluation Committee shall recommend to the City Manager the Successful Vendor, based on the outcome of the interview process. The City Manager reserves the right to make an award, not to make an award or to cancel this RFP either before or after the date of the RFP response deadline.

4.6 Contract Discussions

Upon approval by the committee, the City of San Dimas shall enter into contract discussions with the Successful Vendor. If the terms and conditions of a contract cannot be successfully established within a reasonable amount of time (as determined by the City of San Dimas), then contract discussions will be terminated and contract discussions with the next highest-ranking Vendor will commence. Negotiations shall continue at the sole option of the City of San Dimas until a contract is signed and approved or all proposals are rejected and the RFP is withdrawn.

4.7 Notice of Award

All vendors submitting a response to this RFP will be notified in writing of the award of a contract if and when an award is made. If no award is made, all vendors will be notified accordingly. For the purposes of this RFP, an award shall be deemed to have been made upon the completion of contract negotiations.

5 Vendor Qualifications and Obligations

All questions contained in this RFP must be answered. Failure by a vendor to answer all questions may result in the proposal being rejected.

5.1 Documents to Be Submitted

Vendor must submit the following information to be considered (include the corresponding item number with each response):

5.1.1 Executive Summary

5.1.1.1 Summarize on one page or less the key products and services you are proposing. Explain which RFP requirements these products are intended to meet and the benefits if we use these products and services.
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5.1.2.2 Summarize your overall strategy and approach for delivering a complete turnkey A/V system in a timely matter.
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5.1.2 Corporate Profile

5.1.2.1	Provide a brief overview of your firm's history and philosophy.
5.1.2.2	State the year the vendor started in the business of selling Audio/Video solutions and any other related services.
5.1.2.3	Where is the vendor company's headquarters located?
5.1.2.4	Describe the process of how your company works with remote customers.
5.1.2.5	Provide the total number of vendor's employees and the number of employees with related experience to a council chamber A/V system update.
5.1.2.6	List the vendor's sales in the previous four years.
5.1.2.7	Specify the number of public sector vs. private sector clients.
5.1.2.8	Indicate whether the business is a parent or subsidiary.
5.1.2.9	What percentage of revenues does this offered product represent to your company versus other products and/or services?
5.1.2.10	Indicate if the company incurred an annual operating loss in the last 5 years.
5.1.2.11	Has the company had a workforce reduction during the past 5 years?

5.1.3 Services and Implementation

5.1.3.1	Provide an in-depth list of your firm's capabilities.
5.1.3.2	Explain your firm's experience in developing full-service Council Chamber A/V system designs and updates.
5.1.3.3	Describe your organization's experience with implementing ADA accessible council chambers with a focus on the A/V system.
5.1.3.4	Identify what uniquely distinguishes your offering from your competitors.
5.1.3.5	Describe your experience in implementing public sector and local government market solutions.
5.1.3.6	Describe your implementation approach, project management tools and methodologies for the proposed solution.
5.1.3.7	Submit a detailed implementation plan which will need to include a comprehensive timeline for each phase of the project, including meetings with City staff, redesign, procurement, presentation, implementation, and training.
5.1.3.8	

Describe any optional services that could be included with our solution:

- Advanced training
- Missing technology that may be trending at other municipalities
- A secondary control booth setup

5.1.4 Client Examples

5.1.4.1
Provide three examples of complete Council Chambers A/V redesign your firm has developed. Clearly explain the design objectives, the outcome and whether your firm managed the entire project or specific tasks within the project.

5.1.4.2
Provide three client references in your proposal, including a current contact name, organization name, phone number and email.

5.1.5 Project Team

5.1.5.1
The success of the design and implementation depends on several factors including experienced project management, a planned approach and coordination of system installation and testing. The selected vendor must provide an experienced project manager to lead the implementation process.

5.1.5.2
Define the process, project management and team structure that would execute this type of solution.

5.1.5.3
Define the interim project goals you will utilize to gauge project milestones.

5.1.5.4
Define and describe the team members that would execute a project for the City. Identify their experience, roles and length of time with your organization. Specify the primary point of contact.

5.1.5.5
Define how your process manages or mitigates client changes throughout the life of a project.

5.1.6 Documentation

5.1.6.1
Provide a list of the technical documentation the vendor will provide prior to final project acceptance.

5.1.6.2
How often is documentation updated?

5.1.6.3
Is online assistance available with your system?

5.1.7 Training

5.1.7.1

Describe the training that accompanies the system implementation. For example number of hours.
5.1.7.2 What types of training materials are provided?
5.1.7.3 Do you offer on-site training?
5.1.7.4 Do you offer train-the-trainer classes?
5.1.7.5 Describe your training staff's qualifications and experience.

5.1.8 Equipment Support and Maintenance

5.1.8.1 Describe any support/maintenance programs available to the City.
5.1.8.2 Detail what the maintenance program includes.
5.1.8.3 Describe the hours of support you provide? Where is support located? Is it staffed by your own employees or is it a third-party facility? Briefly discuss technical support staffing numbers, staff experience, etc.
5.1.8.4 Describe your service call escalation policy.
5.1.8.5 What are recommended client staffing requirements?

5.1.9 Warranty

The City of San Dimas requires that a warranty be included with the proposed solution.

5.1.9.1 Describe the warranty offered with your proposed solution.
5.1.9.2 Describe what support is offered after the minimum warranties have expired?

5.1.10 Costs

The City of San Dimas prefers a firm quote on the A/V system replacement and upgrade. Given that statement, we also want to insure a competitive bid from each potential vendor.

If your firm prefers to provide a firm quotation covering only certain sections of this type of project, ensure that each section is fully and clearly described and is denoted as a firm or budgetary quotation. At minimum, it is required that each vendor provides a budgetary proposal for the full scope of the work described in this RFP.

Provide detailed pricing information for the proposed solution. Include list prices and discounted prices. Break pricing down by project section if appropriate.

Services and Support Costs

5.1.10.1 Implementation of Council Chambers Redesign of System
5.1.10.2 Installation of Audio and Video devices
5.1.10.3 Training Services
5.1.10.4 Software Support and Maintenance
5.1.10.5 Hourly billing rates for each job classification that will or could be utilized during the project and/or post acceptance date.
5.1.10.6 Itemized list of individual costs by item with quantities
5.1.10.7 Other Services and Costs (Specify)

Ongoing Costs

5.1.10.7 Annual recurring costs for any subscriptions the A/V system may include
5.1.10.8 Hourly Rates for custom development
5.1.10.9 Other ongoing costs

Optional Costs

5.1.10.10 Provide a brief description and cost associated with options provided under Section 3.2.4
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5.2 Pending Litigation

Vendors must list and summarize all pending or threatened litigation, administrative or regulatory proceedings or similar matters. The Successful Vendor shall have a continuing obligation to disclose any such actions during the period of this RFP process and any contract resulting from this RFP.

6 Submission Format and Delivery Requirements

6.1 Proposal Response Delivery

Mail, courier service, or hand deliver:

City Clerk
City of San Dimas
245 E Bonita Ave
San Dimas, CA 91773

Please submit a minimum of 3 printed proposal sets to the City.

6.2 Date and Hour of Submission

Response must be received on or before **February 27, 2023** at 5:00 pm. Any proposal that has not been received at the above address by 5:00 pm on February 27, 2023 shall be disqualified from further consideration.

6.3 Acceptance or Rejection of Submissions

The City of San Dimas reserves the right to reject any or all proposals, to waive technicalities or irregularities and to accept any proposal it determines to be in the City of San Dimas best interest. The acceptance of any proposal submission shall not in any way cause the City to incur any liability or obligation to vendor, financial or otherwise. The City of San Dimas may cancel the RFP in whole or part without making any award at its sole discretion, without any liability being incurred by the City of San Dimas to any vendor for any expense, cost, loss or damage incurred or suffered by the vendor as a result of such withdrawal.

6.4 Costs for Document Development

Costs for developing the response to this RFP are entirely the responsibility of the proposing party and shall not be chargeable in any manner to the City of San Dimas. All Vendors agree to provide all such additional information as, and when, requested at their own expense. No vendor supplying such information shall be allowed to change the pricing or other cost quotations originally submitted.

6.5 Proposal Validity

A proposal submitted in response to this RFP is irrevocable for 90 days from the date of submission. The City of San Dimas reserves the right to withdraw a bid acceptance at any time if in the opinion of the City of San Dimas the vendor is unwilling or unable to enter into a form of contract satisfactory to the City of San Dimas. Acceptance will be defined as the City of San Dimas selecting you as our provider of service for the intent of negotiating a contract for services.

6.6 Contract Evaluation and Award

The City of San Dimas reserves the right to execute any of the following options:

- Issue no contract award for any of the services described within this RFP.
- Award all services to one vendor.
- Issue contract awards for any combination of services and vendor, either all of part of the business as the City of San Dimas sees fit.
- The City of San Dimas is not obligated to accept the lowest price or most technologically advanced proposal.

The City of San Dimas has no obligation to reveal the basis for contract award or to provide any information to vendors relative to the evaluation or decision-making process. All participating vendors will be notified promptly of bid acceptance or rejection.

7 Contract Negotiation and Execution

It is the intent of the City of San Dimas that after the successful vendor has been selected, the City of San Dimas and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and the City of San Dimas shall not be contractually bound to any bidder prior to the execution of such written contractual agreement. The contents of the bid submitted shall become part of the contractual obligation and incorporated by reference into the ensuing contract. The contract with a successful vendor will include penalties for non-performance and failure to meet the proposal implementation schedule.

Contract execution is contingent upon approval by the City of San Dimas City Council.

7.1 Proposal Submission Certification

By submitting a proposal, vendor certifies that he or she has carefully examined all the documents for the project and has carefully and thoroughly reviewed this RFP, and understands the nature and scope of the work to be done and the terms and conditions thereof. The vendor further agrees that the performance time specified is a reasonable time.

7.2 Insurance Requirements

The acceptance of a bid proposal is contingent on vendor providing satisfactory proof that the vendor has adequate insurance coverage. It is in the City of San Dimas sole discretion the amount of insurance coverage required for the period of work under this contract.

INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, Consultant's agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Consultant's pricing.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- i. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (form GC 0001).
- ii. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 per accident and endorsement CA 0025.
- iii. Worker's Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.

B. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- i. General Liability: \$1,000,000 combined single limit per occurrence for bodily

injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit (\$2,000,000).

- ii. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- iii. Errors and Omissions: \$1,000,000 per occurrence and aggregate.
- iv. Workers' Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

C. Deductibles and Self-insured Retentions

- i. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

D. Other Insurance Provision

The policies are to contain, or be endorsed to contain the following provisions:

- i. The City of San Dimas, its officers, officials, employees, agents and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied or used by the Consultant, or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City of San Dimas, its officers, officials, employees, or volunteers.
- ii. The Consultant's insurance coverage shall be primary insurance as respects the City of San Dimas, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of San Dimas, its officers, officials, employees, agents or volunteers shall be in excess of the Consultant's Insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of San Dimas, its officers, officials, employees, agents or volunteers.
- iv. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

v. Auto shall cover owned, non-owned, and hired vehicles.

E. Workers' Compensation and Employers Liability Coverage

i. The insurer shall agree to waive all rights of subrogation against the City of San Dimas, its officers, officials, employees, agents or volunteers for losses arising from work performed by the Contractor for the City of San Dimas.

F. All Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the City of San Dimas.

G. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

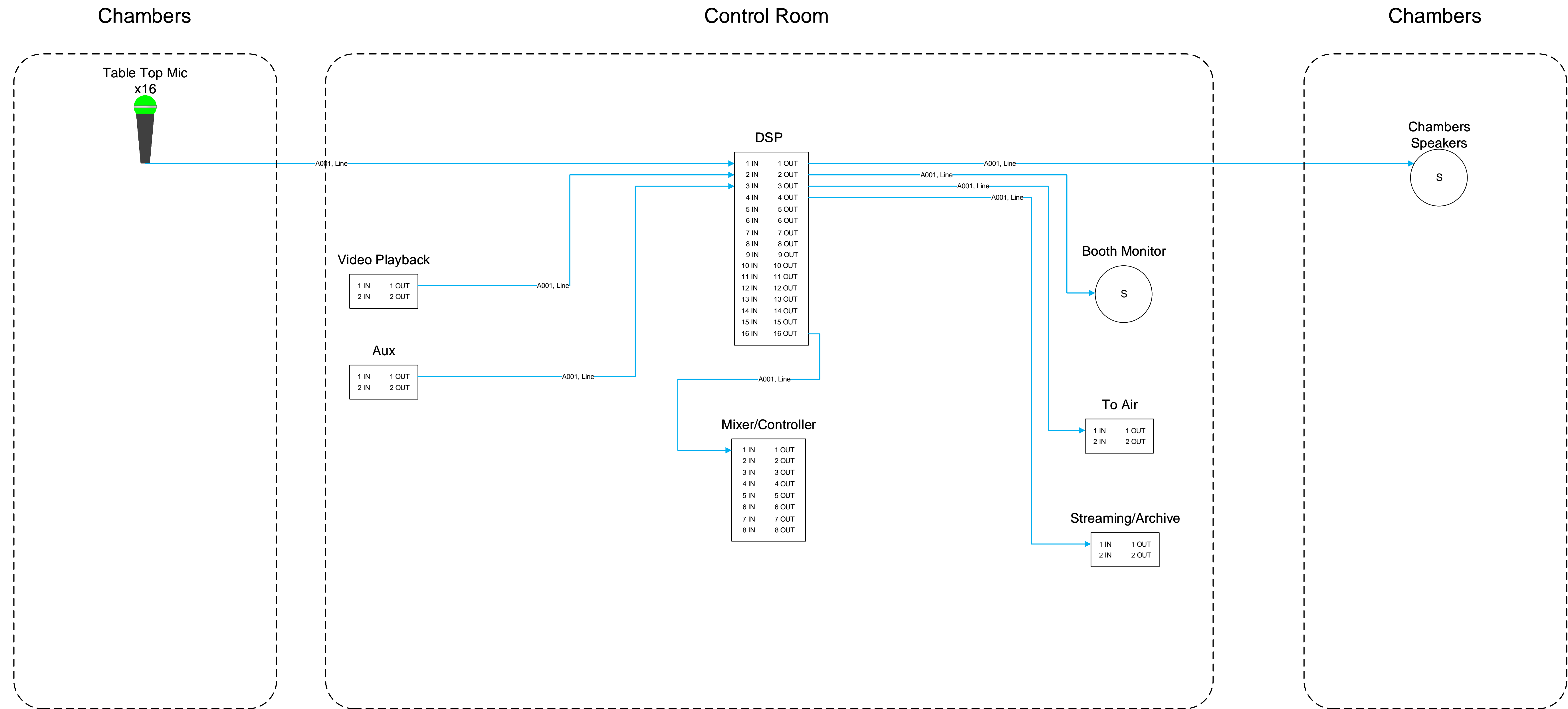
H. Verification of Coverage

Upon execution of this Agreement, Contractor shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms approved by the City. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

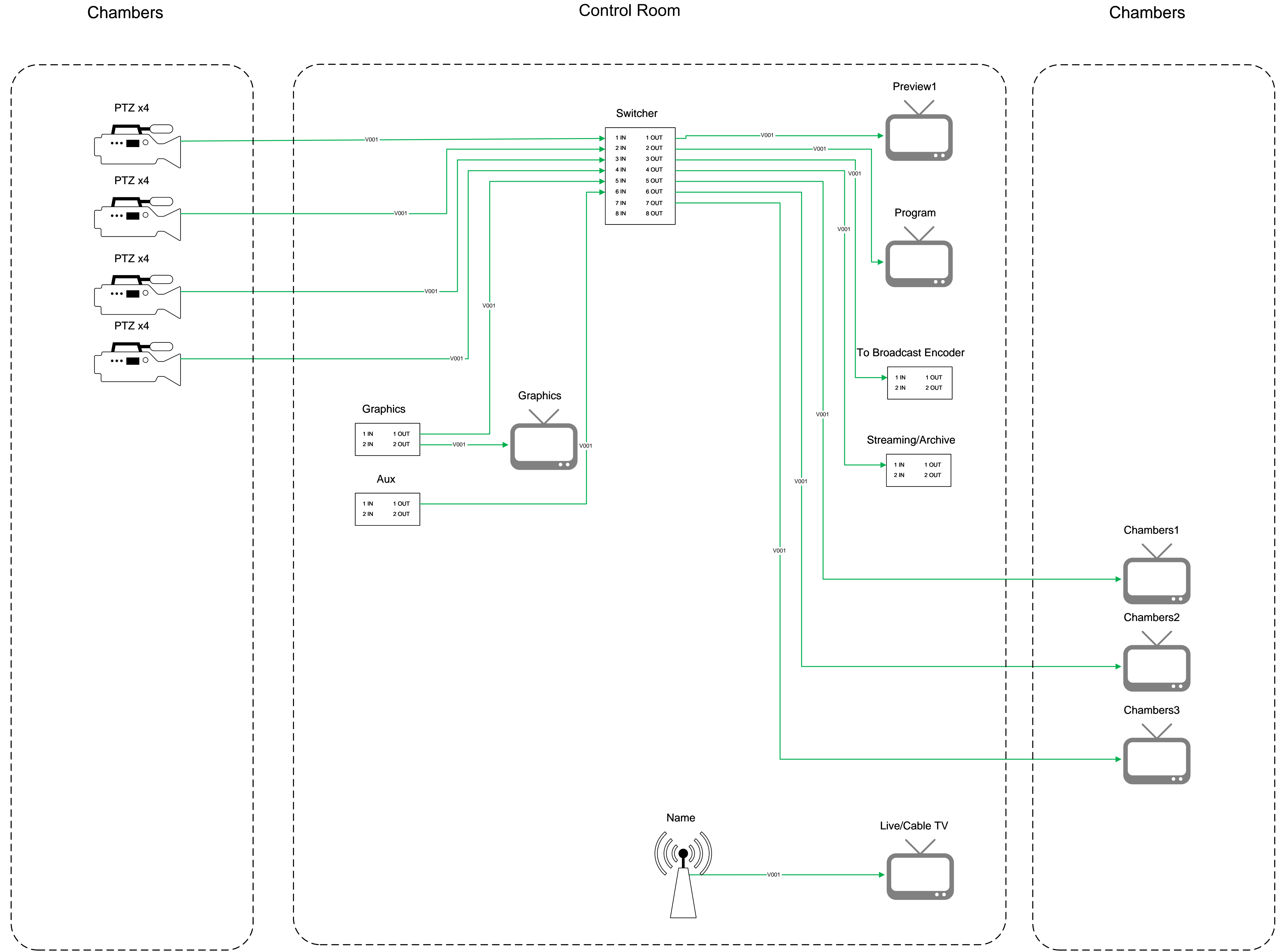
I. Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

Audio Flow Chart (Appendix A)



Video Flow Chart (Appendix B)



City of San Dimas
City Council Chambers Audio and Video
Equipment Replacement Request for Information Questions
and Responses

- 1. Can you confirm the need and use for Video scaling switcher to support legacy video formats including Composite, Component, and DVI. Most devices only use HDMI today**
 - a. Correct, most devices only use HDMI today so legacy video formats do not need to be supported and a video scaling switcher is not needed.
- 2. For the wall mount TV's, do you require new mounts or can the existing ones be reused?**
 - a. Both the Council Chambers and the Control room TVs are preferred to be installed with new wall mounts as all audio and video equipment should be upgraded per the scope of work (refer to RFP section 3.2.3 Other Supporting Items).
- 3. Is CAT 5e or better cable run for AV end point locations? If not do we include in the bid?**
 - a. Currently there is Cat 6 cables at the end points. Cabling can be included in the bid at the discretion of the bidding party, in case there is damaged or outdated cables.
- 4. Do you have PoE ports for all AV endpoints? If not how many ports are available for use?**
 - a. No POE ports or managed switch at this time for the endpoints.
- 5. Can you confirm need for recording, can It be cloud based?**
 - a. We need on-premise recording as a redundant backup. We currently record to Castus and YouTube as a cloud-based backup, but also have an AJA drive as a third backup that is used to put Council meetings on DVD.
- 6. Do you have a desired primary hosted video conference solutions, Teams? Zoom? Does it need to work with more than one?**
 - a. The city is not committed to any particular video conference service, so a product solution that is included should be one that is well-known to work with all platforms.