

# REQUEST FOR QUOTATION

## *Audio Visual System*

**Request for Quotation (RFQ) #:** RFQ2024-17INFR

**Issued:** June 26, 2024

**Submission Deadline:** July 10, 2024, at 10:00:00 AM



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# 1 INTRODUCTION

## 1.1 Invitation

This Request for Quotation (the "RFQ") issued by Beaver County (the "County") is an invitation to submit non-binding offers for the provision of the Audio Visual System in the County Council Chambers, further described in Part 4.1 - Deliverables, for the rates established in Appendix B.

The Respondent selected pursuant to this RFQ process will be informed in writing. Respondents not selected will also be informed in writing.

For the purposes of this procurement process, the "County Contact" shall be: Baileigh Klammer, Administrative Assistant for Infrastructure

## 1.2 RFQ Timetable

Issue Date of RFQ: **June 26, 2024**

Submission Deadline: **July 10, 2024, at 10:00:00 AM local time**

## 1.3 No Guarantee of Volume of Work or Exclusivity of Contract

Beaver County makes no guarantee of the value or volume of work to be assigned to the successful respondent.

## Submission Instructions

All submissions whether delivered in person, sent by mail, courier or email should be directed to:

Beaver County  
Box 140  
5120-50 St  
Ryley, AB T0B 4A0  
RFQ No. RFQ2024-17INFR  
Audio Visual System

Attention: Baileigh Klammer, Administrative Assistant for Infrastructure

Or submit via email to: [pwtenders@beaver.ab.ca](mailto:pwtenders@beaver.ab.ca)

**Submissions are to be prominently marked with the RFQ title and number (see RFQ cover), with the full legal name and return address of the respondent, and with the Submission Deadline.**

## 1.4 Respondents to Review RFQ

Respondents shall promptly examine all the documents comprising this RFQ and (a) shall report any errors, omissions or ambiguities and (b) may direct questions or seek additional information in writing by e-mail to the Beaver County Contact. Beaver County is under no

obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the Respondent to seek clarification from the Beaver County Contact on any matter it considers to be unclear. Beaver County shall not be responsible for any misunderstanding on the part of the Respondent concerning this RFQ or its process.

Respondents and their representatives may not contact individuals employed or engaged by any member of Beaver County, other than the Beaver County Contact, concerning matters regarding this RFQ. Only information received by the Beaver County Contact will be considered in the RFQ process. All such communications must be in writing. Any respondent that does not follow these instructions may be disqualified.

### 1.5 All New Information to Respondents by Way of Addenda

This RFQ may be amended only by an addendum in accordance with this section. If Beaver County, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all Respondents by addenda. Each addendum shall form an integral part of this RFQ. Such addenda may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by Beaver County.

### 1.6 Amendment of Responses

Respondents may amend their responses prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFQ title and number and the full legal name and return address of the Respondent to the location set out above. Any amendment should clearly indicate which part of the response the amendment is intended to amend or replace.

### 1.7 Withdrawing Submissions

At any time throughout the RFQ process, a Respondent may withdraw a submission. To affect a withdrawal, a notice of withdrawal must be sent to the County Contact and must be signed by an authorized representative. The County is under no obligation to return withdrawn submissions.

### 1.8 Litigation

Pursuant to Beaver County **Policy CORP-022 - Purchasing Policy**, Contractors who have initiated legal proceedings against Beaver County are ineligible to submit a proposal in response to this RFQ. For further information, please contact the Beaver County Contact.

***[End of Part 1]***

## 2 EVALUATION OF QUOTATIONS

### 2.1 Evaluation

Each RFQ will be evaluated on the basis of the criteria listed below and Beaver County will have the sole and unfettered discretion to award up to the maximum number of points for each criterion as listed below. By submitting a RFQ, the Respondent acknowledges and agrees that Beaver County has, and it is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.

By submitting its RFQ, each Respondent acknowledges and agrees that it waives any right to contest in any legal proceedings, the decision of Beaver County to award points in respect of the criteria noted below. The criteria and the maximum number of points for each criterion are as follows:

<b>1. Commitment to Project Schedule</b>	<b>15 points</b>
Written schedules with realistic timelines that meet the requested project completion date and will be favored over unrealistic schedules and schedules that do not meet the requested project completion date.	
<b>2. Product compliance and warranty</b>	<b>15 points</b>
Products that meet the components of the equipment as specified in 4.1 Deliverables.	
<b>3. Approach and methodology to systems integration</b>	<b>10 points</b>
Respondents with a detailed and clear plan outlining their approach to integrating the audio-visual systems, including steps for system design, installation, configuration, testing, and troubleshooting, will be favoured.	
<b>4. Technical Support</b>	<b>20 points</b>
Respondents with more detailed support documents will be favoured over those with less.	
<b>5. Reference Checks</b>	<b>20 points</b>
Positive feedback from previous clients or partners Reputation for reliability and professionalism Respondents with previous Municipal experience will be favoured.	
<b>6. Price</b>	<b>20 points</b>
Competitiveness of the proposed pricing	
<b>Total Points</b>	<b>100 points</b>

Subject to the Terms of Reference and Governing Law, the top-ranked respondent(s) as established under the evaluation will be selected to enter a contract for the provision of the Deliverables. The selected respondent will be expected to enter a contract within the timeframe specified in the selection notice. Failure to do so may, among other things, result in the disqualification of the respondent and the selection of another respondent, or the cancellation of the RFQ.

### 2.2 Mandatory Requirements

Each quotation must include:

- Information that indicates how services relate to:
- Appendix B - Quotation Form completed and signed by an authorized representative of the respondent.
  - Insurance Certificate
  - WCB Clearance Letter
  - Certificate of Recognition (COR) Safety Program
- Appendix C - Relevant Experience and References
- Appendix D - Health and Safety Vendor Pre-Qualification

***[End of Part 2]***

### 3 TERMS OF REFERENCE AND GOVERNING LAW

In responding to this RFQ, and to be eligible for consideration, each Respondent must submit a completed and signed Quotation Form that, among other things, acknowledges its acceptance of the RFQ Terms of Reference and Governing Law as contained hereunder:

- a) this RFQ process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a quotation;
- c) the Respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations;
- d) no legal obligation regarding the procurement of any good or service shall be created between the Respondent and Beaver County until Beaver County accepts the Respondent's offer in writing;
- e) when evaluating quotations, Beaver County may request further information from the Respondents or third parties in order to verify, clarify or supplement the information provided in the Respondent's submission, and Beaver County may revisit and re-evaluate the Respondent's submission or ranking on the basis of any such information;
- f) Beaver County may consider the Respondent's past performance on previous contracts, or any other relevant information taken into account by Beaver County when determining the acceptability of a Respondent;
- g) Beaver County may disqualify a Respondent for any conduct, situation or circumstance that constitutes a Conflict of Interest, as solely determined by Beaver County. "Conflict of Interest" shall have the meaning ascribed to it in the Quotation Form (Appendix B);
- h) the Respondent consents to Beaver County's collection of the information as contemplated under this RFQ for the uses contemplated under this RFQ;
- i) Beaver County will not return the submission, or any accompanying documentation submitted by a Respondent;



- j) Beaver County may elect not to consider a Respondent whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information;
- k) Beaver County may prohibit a Respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading, or incomplete information, (ii) the refusal of the respondent to honour its pricing or other commitments made in its quotation, or (iii) any other conduct, situation, or circumstance, as solely determined by Beaver County, that constitutes a Conflict of Interest; and
- l) Beaver County may cancel this RFQ process at any time.

The parties also acknowledge that these terms (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

***[End of Part 3]***

## 4 RFQ PARTICULARS

### 4.1 Deliverables

The successful respondent will be responsible for the delivery of the Council Chamber Audio-Visual System to include:

- a) Audio Video and Control Processor (AV&C)
  - i. Mounting and Function: The AV&C will be centrally mounted in the main equipment rack. It will handle all input and output processing required to deliver optimized program audio and video throughout the Council Chambers and to external webcast as necessary.
  - ii. Inputs and Outputs: The AV&C will include analog and networked audio inputs and outputs, specifically Dante or Audio Engineering Society 67 (AES67), as required by the Respondent's proposed design submission.
  - iii. Audio Sources: The system will include a microphone system and a media distribution system (MDS). Control of audio and video sources will be managed via a desktop touch panel or by a networked web interface control.
- b) Microphone System
  - i. User Interface: The discussion system will provide a simple-to-use interface for meeting participants, ensuring clear speech audio and feedback-free performance from the microphone stations.
  - ii. Central Processor and Power Supply: A central processor and power supply system, mounted in the main equipment rack, will provide power to all connected microphone stations in the Council Chambers space.
  - iii. Wired Connections: All stations will be hardwired using a closed-loop layout back to the processor for signal path redundancy.
  - iv. Microphones: Twelve gooseneck microphones connected to the twelve base stations which include a colour LED light ring to indicate the status of the microphone station while in use.
  - v. Integrated Loudspeakers: Base stations will incorporate integrated loudspeakers to provide voice-lift for other meeting participants and support playback of line-level audio sources fed into the conference system processor.
- c) Operational Modes
  - i. The microphone system will provide a minimum of three operational modes:
    - Free-speak mode with selectable number of open microphones (NOM)
    - Request to speak mode
    - Fully managed mode
  - ii. Selection of operational modes and setup options will be managed via the discussion system control software. The system can individually condition microphone level, equalization, and dynamics through Dante or AES67 protocols. Individual speaker stations will be addressable through Dante protocols. Specific stations will allow users to select and display a request to speak cue list.
- d) Media Encoding and Delivery System (MDS)

- i. AV Distribution: The MDS will provide a AV distribution system using AV over IP technology. and with full matrix switching capabilities.
  - ii. Endpoint Hardware: Endpoint hardware should include all necessary mounting hardware to ensure secure mounting of the device to the intended surface. No remote MDS endpoints are to be powered locally to facilitate a full system reset.
  - iii. Council Inputs: The MDS will support Council inputs such as presentation computers, agenda computers, Chamber camera system, and soft codec web conferencing. It will provide the signal path for administratively selected video sources to the Chambers displays, recording and archiving systems, and auxiliary destinations.
- e) Video Capture System
- i. Functionality: The Chambers will include a video production system to broadcast internally to the Chambers, externally to the Web, and other areas, and to archive meeting content. The system will integrate with the existing discussion system and allow automatic camera tracking based on the last mic activated.
  - ii. Components: Two Serial Digital Interface (SDI) PTZ cameras will provide the required viewing angles to support Chamber activities. The program mix output of the production switcher will be ingested into the MDS system and be available for routing to MDS endpoints. Control of camera zoom, exposure settings, and pre-sets or auto-tracking will be provided via the Video Operator interface.
  - iii. Power and Integration: All connected endpoints will be powered remotely via the POE ethernet switch or rack-mounted power injectors located in the main equipment rack. The County will provide the PC and monitor required for the camera control software.
- f) Touch Panel Control and Video operator interface will be at the legislative services desk. Users will be able to control and adjust the AV systems as required.
- g) Installation and Cabling
- i. Equipment Rack: Providing a wall mount rack, the rack accessories and power devices as required.
  - ii. Cabling: All cabling shall be supported using J-hooks or other industry-accepted methods of securing cabling. All low voltage cabling related to audio-visual and control systems are the responsibility of the successful contractor to install and terminate. Surface raceway may be required to connect the cameras.
  - iii. Network Connectivity: Devices requiring network connectivity will be connected to the County local area network. The successful contractor will be responsible for connecting County-supplied devices to the AV system.
  - iv. Equipment Removal: Removal of existing equipment and cabling, which will remain the property of the County.
    - Existing surface-mounted speakers to be replaced with hardwired speakers integrated into the AV system for broadcasting.

- The ceiling mounted microphone is to be removed and retained by the County.
- h) The successful contractor will be responsible for all system connections and programming.
- i) All software and related licensing will be provided to run the hardware supplied and meet the functional deliverables of this RFQ.
- j) Display Options:
  - i. Respondent to submit bids for both TV displays and projection systems for Beaver County. Minimum size required for TV displays is an 80" and Projection system is 130" minimum.
  - ii. Include a professional recommendation on which option would provide better clarity and be most suitable for the Council Chamber environment.
- k) Post Installation:
  - i. Provide training for staff on the operation and troubleshooting of the system.
  - ii. Provide additional support if there is a system error or technical issues.
  - iii. Required to administer all warranty claims and assist Beaver County in returning the system to operational specifications.

#### 4.2 Dedicated Account Representative

The Contractor shall assign a dedicated account representative who is the single point of contact and can respond to inquiries as required. The Contractor will also provide notification of changes to the assigned representative, if required.

In emergency situations, after install the County will require a contact who can respond within half an hour. These emergencies would occur on Council days, which takes place during daytime hours and twice a month on the first and third Wednesday.

Additionally, please provide the expected response times for phone support versus onsite support.

#### 4.3 Corporate Profile, Demonstrated Experience and Qualifications

This criterion will be evaluated as follows:

- a) Corporate suitability and suitability of any parties in a joint venture and any subcontractors.
- b) Number of years the respondent has been providing similar goods and services relevant to Deliverables.
- c) References in accordance with instructions set out in Appendix B - Quotation Form
- d) Appendix D - Health and Safety Vendor Pre-Qualification.

**[End of Part 4]**

## 5 APPENDIX A - TERMS AND CONDITIONS

### 5.1 Scope

Beaver County is looking for a knowledgeable contractor to install the Audio Visual System and provide support for the installed system at the Council Chambers located in Ryley as per detailed in 4.1 Deliverables. The County would like this project to be completed by Fall of 2024, please provide a schedule with a breakdown of timelines.

### 5.2 Assignment

This contract shall be binding upon the parties' respective successors' obligations hereunder, upon written notice to the other party, to any of its subsidiaries and/or affiliated companies, without the consent of the other party. Furthermore, no goods and services to be provided by the Contractor hereunder shall be subcontracted to or provided on behalf of the Contractor by any third party, except upon prior written permission by the County. The County shall have the sole right to assign the contract.

### 5.3 Compliance with Laws

The Respondent shall be responsible for complying with all Federal, Provincial (Alberta), and Municipal laws, rules, regulations, and guidelines that apply.

### 5.4 Contractor Performance / Default

Contractors aware of equipment sourcing difficulties must notify the County immediately.

If the Contractor defaults or fails to perform in accordance with the Terms and Conditions of the offering or otherwise does not comply with any resulting contract as it affects the Contractor's obligations, the County will advise the Contractor in writing.

If the default or deficiencies in performance are not resolved to the County's satisfaction within ten (10) days the County may, at its sole discretion, terminate any remaining portion of the contract with the Contractor upon five (5) days written notice delivered to the Contractor, free of any claim of the Contractor of every nature and kind.

### 5.5 Force Majeure

Neither party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, embargo, government action, Act of Public Authority, Act of God, or to any other cause beyond its control, except labour disruption.

In the Event of a Force Majeure, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause. Should the Force Majeure event last for longer than thirty (30) days, the County may terminate the Agreement by notice to the Contractor without further liability, expense, or cost of any kind.

## 5.6 Indemnification

The Contractor shall indemnify and hold the County harmless with respect to all withholding and all other taxes or amounts of any kind relating to employment of any of the persons providing services to the County with respect to this Agreement.

The Contractor shall indemnify and save harmless the County, its elected representatives and employees and agents from all claims, costs, losses, expenses, actions, and suits caused by or arising out of direct or indirect performance of the Contract or by reason of any matter or thing being done, permitted or omitted to be done, by the Contractor, its subcontractors, agents or employees and whether occasioned by negligence. The County shall not be liable or responsible in any way for any personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Contractor, or by any employee, agent or servant of the Contractor in the performance of the Contract. Such indemnification shall survive this Contract.

## 5.7 Insurance

The RFQ shall be accompanied by a Certificate of Insurance, certifying that the insurance as required by the Agreement, is in place or, if the required insurance is not in place, by a Letter of Insurability or Undertaking of Insurance in standard form from the Contractor's Insurance Broker certifying that the required insurance will be issued to the Contractor if the Respondent is the Successful Contractor.

The Contractor shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:

- a) comprehensive general liability insurance in respect to the Services and operations of the Contractor for bodily injury and property damage with policy limits of not less than **Two Million (\$2,000,000.00) Dollars** per occurrence, with the County named as an additional insured with respect to the performance of the Services. Such policy shall include blanket contractual coverage and a cross liability clause, and shall provide for a minimum of thirty (30) days prior written notice to the County upon any cancellation or material change in coverage;
- b) all risk insurance on any personal property, tools or equipment to be used in performing or providing the Services, to full replacement value;
- c) Workers' Compensation coverage for all employees, if any, engaged by the Contractor in accordance with the law of the Province of Alberta;
- d) standard automobile insurance providing coverage of at least **Two Million (\$2,000,000.00) Dollars** inclusive for bodily injury and property damage (if the Contractor is required to use a vehicle in the performance of the Services); and
- e) any other insurance of such type and amount as may reasonably be required by the County.

## 5.8 Jurisdiction

The parties agree that the laws of the Alberta shall govern the Contract and the Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

### 5.9 Independent Contractor

The Contractor is an independent contractor in the performance of the Contract. No employer/employee relationship will be created between the County and the Contractor, or between the County and the Contractor's employees, subcontractors or agents. No rights, privileges, benefits or compensation, other than those, which are expressly set out in the Contract, will apply to the Contractor.

### 5.10 No Additional Payment

No increase in the price of the goods or services or any additional payment will be authorized by the County or made to the Contractor as a result of any change to the Contract unless such increase or additional payment has been authorized in advance and in writing by the County's authorized representative.

### 5.11 Occupational Health and Safety (OH&S)

The Contractor shall adhere to all applicable OH&S and site safety standards. The Contractor shall ensure all applicable OH&S Legislation, County Safety Policies, and industry standards are readily available to all of the Contractor's Personnel and that all of the Contractor's Personnel are aware of comply with the OH&S Legislation, County Safety Policies and industry standards.

### 5.12 Environmental Protection

The Contractor's activities shall be conducted in compliance with all standards and all applicable statutes, regulations, bylaws, rules, declarations, directives and orders concerned with environmental assessment and protection as they may be amended, revised, consolidated or substituted from time to time.

### 5.13 Entire Agreement

This Contract constitutes the entire agreement between the parties and shall be binding upon all successors and permitted assigns of the parties.

***[End of Part 5]***

## 6 APPENDIX B - QUOTATION FORM

### 6.1 Respondent Information

Please fill out the following form, and name one person to be the contact for this RFQ response and for any clarifications or amendments that might be necessary.	
<b>Full Legal Name of Company:</b>	
<b>Any Other Relevant Name Under Which the Respondent Carries on Business:</b>	
<b>Street Address:</b>	
<b>City, Province:</b>	
<b>Postal Code:</b>	
<b>Phone Number:</b>	
<b>Company Website (If Any):</b>	
<b>RFQ Contact Person And Title:</b>	
<b>RFQ Contact Phone:</b>	
<b>RFQ Contact E-mail:</b>	

### 6.2 Goods and Services Tax (GST) Registration Number

Provide company's GST registration number: \_\_\_\_\_

### 6.3 Years of Experience

State the number of years' experience providing similar goods and services:

Years of Experience \_\_\_\_\_

### 6.4 Insurance Coverage

The respondent is required to carry insurance policies in accordance with the minimum requirements and limits set out in Appendix A - Terms and Conditions. If awarded proof of insurance should be provided to Beaver County with the respondent's submission.

### 6.5 Worker's Compensation Board (WCB)

The respondent is required to provide proof of compliance with all the requirements of the Worker's Compensation Act of Alberta in accordance with Appendix A - Terms and Conditions. A WCB clearance letter should be provided with the respondent's submission as evidence of such compliance.

Current WCB Clearance Letter is attached.



## 6.6 Acknowledgement of Terms of Reference and Governing Law

The respondent acknowledges that this RFQ process will be governed by the specific Terms of Reference and Governing Law set out in this RFQ, and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until Beaver County accepts the respondent's offer in writing.

## 6.7 Ability to Provide Deliverables

The respondent has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the pricing set out below and has provided a list of any subcontractors to be used to complete the proposed contract.

## 6.8 Non-binding Price Estimates

Respondents should provide pricing for the Deliverables in 4.1. Beaver County reserves the right to split the award of the RFQ in any manner the County deems necessary.

The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work. The respondent acknowledges that the pricing is provided in Canadian dollars and includes all applicable duties and taxes except for Goods and Services Tax (GST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to Beaver County, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

## 6.9 Addenda

The respondent is deemed to have read and accepted all addenda issued by Beaver County. The onus remains on respondents to make any necessary amendments to their quotations based on the addenda. The respondent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line:\_\_\_\_\_.

Respondents who fail to complete this section will be deemed to have received all posted addenda.

## 6.10 Conflict of Interest

Prior to completing this portion of the Quotation Form, respondents should refer to the following definition of Conflict of Interest:

**"Conflict of Interest"** includes, but is not limited to, any situation or circumstance where;

- a) in relation to the bidding process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, information in the

preparation of its quotation that is confidential and not available to other respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process and render that process non-competitive and unfair; or

- b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the respondent's other commitments, relationships or financial interests that (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

**The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.**

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest, and must explain why the respondent believes that the Conflict of Interest should not result in disqualification from the RFQ process:

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### 6.11 Confidential Information of Respondent

A respondent should identify any information in its quotation, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Beaver County. The confidentiality of such information will be maintained by Beaver County, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis, to Beaver County's advisers retained for the purpose of evaluating or participating in the evaluation of their

quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the Beaver County Contact.

6.12 Bid Amount

Bid details to be entered below. **Bids will only be accepted in Canadian funds.**

Quotes	With TV Displays	With Projection Systems
<b>Installation</b>	\$	\$
<b>Decommissioning</b>	\$	\$
<b>Disposal of Decommissioned Hardware</b> *If County chooses to dispose	\$	\$
<b>Programming</b>	\$	\$
<b>Training</b>	\$	\$
<b>Recommendation and reasoning on which display option would provide better clarity and be most suitable:</b>		

### 6.13 Relevant Experience and References

Each respondent is requested to provide three (3) relevant project references from clients who have obtained similar goods to those requested in the RFQ from the respondent in the last five (5) years.

#### Reference #1

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Phone Number:</b>	
<b>Date Work Provided:</b>	
<b>Type of Work Provided:</b>	

#### Reference #2

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Phone Number:</b>	
<b>Date Work Provided:</b>	
<b>Type of Work Provided:</b>	

#### Reference #3

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Phone Number:</b>	
<b>Date Work Provided:</b>	
<b>Type of Work Provided:</b>	

## 6.14 Signatures

Signed, sealed, and submitted for and on behalf of:

Company Name: \_\_\_\_\_ *(Apply SEAL above)*

Name & Title: \_\_\_\_\_  
*(Please Print or Type)*

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

***[End of Part 6]***

## 7 APPENDIX C SITE INFORMATION

### 7.1 Council Chambers

Council Chambers, located at 5120 50 Street, Ryley, is set for a thorough upgrade to its Audio Visual (AV) system. The room spans approximately 720 square feet with the dropdown ceiling reaching 12 feet in height. The north and south walls are approximately 30 feet with the west and east being approximately 24 feet.

An adjacent board room (Reference Photo A) located on the south wall has been designated for the installation of the new AV rack, providing an optimal location for centralized system control and connectivity.



**Reference Photo A: Adjacent Board room**

Currently, Council Chambers is equipped with four focused cameras and a ceiling-mounted microphone (Reference Photo B). The cameras, installed in 2013, will need to be removed as part of this upgrade. The ceiling microphone, a more recent addition, remains in excellent condition and may be reused elsewhere in the building, in a future project.



**Reference Photo B: Ceiling with microphone and focused cameras**

The planned furniture layout is expected to mirror the design (Reference Photo C). Delivery and installation of the new furniture are anticipated within the next month. The desks will be positioned along the north and south walls, necessitating the strategic placement of display screens on either side to ensure optimal visibility for all participants.



**Reference Photo C: Furniture Layout**

This proposal aims to enhance the Council Chambers with an AV system that supports modern conferencing and presentation needs. The new system will integrate seamlessly with the room's infrastructure, providing superior audio and visual quality for all Council and administration activities.

Depending on the cabling needs for the AV system, we have several options for routing. The floor is cement, but the walls can be utilized for cable routing. We are considering a subfloor



installation under the desks on the east wall to ensure a seamless setup and to prevent future desk movement. Additionally, there is a dropdown ceiling connecting to the side boardroom where the AV rack will be installed. Connection cables can be run through the roof and walls, or through the walls and subfloor, depending on the most efficient and effective option.

Beaver County invites everyone interested in viewing the Council Chambers to join us on July 3, 2024, between 9:00 AM and 10:00 AM. This will be an opportunity to see the Chambers and understand the layout. For a reference of the room, please see below (Reference Photo D).



**Reference Photo D: Council Chambers current layout.**

***[End of Part 7]***