



Request for Proposals (RFP)  
RFP NO. 2021-01

REPLACEMENT OF CONFERENCING SYSTEM AT CITY HALL

Proposals will be received at:

City of Dauphin  
c/o Justin Tokarchuk, ICT Manager  
100 Main Street South  
Dauphin, MB R7N 1K3

On or before 4:00 p.m. CDT Time on **March 19<sup>th</sup>, 2021**.

Electronically submitted or faxed proposals will be accepted on or before the closing date and time if sent to email: [justin.tokarchuk@dauphin.ca](mailto:justin.tokarchuk@dauphin.ca) or fax: 204-622-3291.

RFP documents may be obtained from the City website or MERX.

ADDENDA

Proponents are required to check the City's website or the MERX website for any updated information and addenda before the closing date at the following website addresses:  
<http://www.dauphin.ca> or <http://www.merx.com>.

The City reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the Proponents in preparing a response. Proposals may be selected in part or in their entirety from the bidder.

Should there be any discrepancy in the information provided, the City's original file copy shall prevail. Proposals will not be opened in public.

Justin Tokarchuk, ICT Manager  
Date of issue: February 2<sup>nd</sup>, 2021

**Table of Contents**

- 1. SUMMARY AND BACKGROUND ..... 2
- 2. PROPOSAL GUIDELINES..... 2
  - NO CLAIM ..... 3
  - PRICE AND FOB POINT ..... 3
  - INTERPRETATION OF DOCUMENTS AND QUESTIONS/CLARIFICATIONS ..... 4
  - SITE VISITS..... 4
  - ADDENDA ..... 4
  - COSTS OF PREPARATION OF PROPOSAL.....5
  - LAW.....5
- 3. BUDGET .....5
- 4. PROJECT SPECIFICATIONS .....5
  - GENERAL.....5
  - PROJECT DESCRIPTION .....5
- 5. ADDITIONAL INFORMATION ..... 8
- 6. SUBMISSION REQUIREMENTS..... 9
  - GENERAL..... 9
  - SIGNATURES..... 9
  - CLOSING DATE AND TIME FOR SUBMISSIONS ..... 9
- 7. PROPOSAL EVALUATION CRITERIA ..... 10

## 1. SUMMARY AND BACKGROUND

The City of Dauphin is accepting proposals for the replacement of the existing conferencing system with a new one capable of video meetings and recording, for Dauphin City Hall, 100 – Main. St. S., Dauphin, Manitoba. Dauphin City Hall was constructed in 2000/2001 and the audio system is a TOA TS-700.

We plan to do installation on or after June of 2021.

The system is showing its age and is having frequent problems with buzzing from interference (devices plugged into power nearby cause buzzing on the microphones). It also no longer suits our needs – we need to be able to provide a collaborative video meeting solution that interfaces with the many web-provided options available now. We mainly use Microsoft TEAMS, but would like to be able to join into other platforms like Webex, GotoMeeting, Zoom, etc. We also hold Council Meetings that both require a collaborative option for remote and in-person attendees, as well as the requirement to record and stream to the internet.

Further details of the scope of the project will be found later in this document.

**Proponents are encouraged to submit multiple options as they see fit.**

The purpose of this Request for Proposals (RFP) is to solicit proposals from various candidate organizations, to conduct a fair and extensive evaluation based on criteria listed herein, and to select the candidate(s) who provide(s) the best proposal to meet the City of Dauphin's needs.

## 2. PROPOSAL GUIDELINES

This Request for Proposals represents the requirements for an open and competitive process.

Proposals must be delivered to:

Justin Tokarchuk, ICT Manager  
City of Dauphin  
100 Main Street South  
Dauphin, MB R7N 1K3  
Telephone: 204-622-5501 Fax: 204-622-3291  
Email: justin.tokarchuk@dauphin.ca

Proposals will be accepted until 4:00 p.m. CDT **March 19<sup>th</sup>, 2021**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company who is authorized to do so.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, then this must be clearly stated in the proposal.

Additionally, all pricing included in proposals must be inclusive of any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All pricing must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder(s) for this RFP. All contract terms and conditions may be subject to review by the City of Dauphin's solicitor and includes scope, budget, schedule, and other necessary items pertaining to the project.

## **NO CLAIM**

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

This is a Request for Proposals and not a tender call or call for quotations. No contractual, tort, or other legal obligations are created or imposed on the City or any other individual, officer, or employee of the City by the Request for Proposals documentation or by submission or consideration of any proposal by the City.

## **PRICE**

All prices submitted shall be in Canadian funds for the entire scope of work in the specifications with options shown separately, where permitted. Price shall be shown in the Proponent's Proposal before GST and PST. All other taxes, duties, and/or insurance in freight shall be included in the price. The lowest price or any proposal will not necessarily be accepted. Proposals are to remain open for acceptance for a minimum of 30 days.

DAUPHIN, MB: 100 Main St. S.

## **INTERPRETATION OF DOCUMENTS AND QUESTIONS/CLARIFICATIONS**

Proponents shall review the RFP documents and shall promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted electronically at least three business days before the closing date. Where such request results in a change or a clarification to the requirements of the RFP, the City will prepare and issue an addendum to this RFP. All inquiries are to be directed in writing by email, quoting the RFP name and number to: [justin.tokarchuk@dauphin.ca](mailto:justin.tokarchuk@dauphin.ca).

The City will determine at their sole discretion which enquiries require a response.

## **SITE VISITS**

Proponents are invited to tour the facility to review building layouts and existing infrastructure to determine the suitability of proposed solutions. Due to pandemic restrictions, we will provide a virtual option or portion if required.

Appointments for site visits can be made by contacting:

Justin Tokarchuk  
City of Dauphin  
100 Main Street South  
Dauphin, MB R7N 1K3  
Telephone: 204-622-5501  
[Justin.tokarchuk@dauphin.ca](mailto:Justin.tokarchuk@dauphin.ca)

## **ADDENDA**

Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. The City reserves the right to issue addenda up to the closing date. The date set for submitting proposals may be changed if, in the City's opinion, more time is necessary to enable Proponents to revise their proposals. Addenda will state any changes to the proposal closing date and time. Proponents should acknowledge receipt of all addenda in their proposals. It is the sole responsibility of each Proponent to check the City of Dauphin's website or the MERX website for any updated information and addenda before the closing date at the following website addresses:

<http://www.dauphin.ca> or <http://www.merx.com>

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City's website and deemed to have considered the information of inclusion in the proposal submitted.

#### **COSTS OF PREPARATION OF PROPOSAL**

All proposals shall be prepared by and submitted at the expense of the Proponent.

#### **LAW**

This proposal and any resultant award shall be governed by and construed in accordance with the laws of the Province of Manitoba, Canada, which shall be deemed the proper law hereof.

### **3. BUDGET**

The City of Dauphin has budgeted \$45,000 for this project, exclusive of taxes.

### **4. PROJECT SPECIFICATIONS**

#### **GENERAL**

Proponents must provide a cost for the original specifications in this RFP, and if, in addition, an alternate scope is provided, then the Proponent shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature. The City is not obligated to accept any alternatives. The City will determine what constitutes allowable variations and overall best value.

#### **PROJECT DESCRIPTION**

We currently are using a very old conferencing system that we suspect does not have a lot of shielding in the cable, so the mics frequently buzz when things are plugged in near by them (laptops, cell phones, tablets).

We take an audio out from this system, plug it into a laptop, and take the audio out from the laptop and send it back into the PA system for two-way communication with Microsoft TEAMS. We then project this laptop onto a wall so meeting participants can see this view. We plug a couple USB webcams into the laptop and blend the two feeds together into one using OBS on that laptop and present it as a virtual webcam.

I then attend the MS TEAMS meeting from another computer and stream to YouTube using OBS. We desire a solution that will ideally take on as many of these roles as possible.

All work (including cabling) is to be included in the RFP.

### **Conferencing System Requirements**

The new conferencing system should have audio and visual capabilities. We frequently have (especially during pandemic) meeting participants attending meetings from remote locations, and we also have the public dial into our meetings via TEAMS.

It is desired to have a system that is simple enough interface for users to join simple remote meetings on their own in the Council Chambers, without requiring IT intervention.

We currently do not have network access in the PA room (where the current system terminates), so there will be a requirement of network cabling over there to get network access from our server room.

Any new systems should, if possible:

1. Allow recording and streaming of meetings natively, or a computer set up and dedicated to this process. The ability to record locally at the same time to preserve meeting video in event of stream error is required.
2. Allow “Hybrid” meetings (blending the people physically at the location with Microsoft TEAMS or other meeting services into one experience).
3. Have a video display solution for both general viewing in the room as well as individual participants.
4. Have video capturing individual meeting participants when they speak at the Dais. Whether via individual cameras or something that is triggered and focuses on them. This video should capture the council chambers when someone is not speaking.
  - a. While we would prefer camera orchestration to be automatic, we would like to be presented with an option that does not have this as well for cost comparison purposes.

5. Have a video view of the delegation table in the center of the room (person that faces Council Member seating and talks), as well as a view for them to see people connected remotely (if practical and financially reasonable).
6. Provide the ability to be modular, or let us re-organize the room:
  - a. The room is mostly used with a delegation table in the centre, but there are times that it is open or has row seating. We need to ensure the cables can be unplugged or stowed safely.
  - b. Would like to have the option to plug in several mics (or have area microphones) in the centre of the room, in addition to the delegation table and council desk. If we are having a meeting with several people in the room with remote attendees, we do not want to be passing a microphone around.
7. Allow someone to be able to connect their laptop into it to display slides and presentations in person.
8. There is a speaker that sits outside the Council Chambers (for overflow if the room is too full) – this is old and should be replaced, but we desire the ability to turn it off and on without unplugging speaker cable.
9. Current audio output speakers in the centre top of the room replaced for in-person attendees, output levels balanced to not have feedback.
10. The microphone system should allow for priority speaking – the Mayor should be able to interrupt microphones at will and take priority.

### **Supply and Installation**

The proponent will be responsible for the supply and installation of the conferencing system and associated control system and cables/connections in accordance with all laws, codes, and regulations and will be responsible for obtaining any licenses, permits, or registrations that are required by law.

The floor is concrete with conduit to the Council Dias. The roof is not accessible, but we are open to surface mount conduit provided it color matches with where it runs.



There are some network drops along the Council Dias, as well as a single drop where the delegation table sits.

We currently do not have network access in the PA room (where the current system terminates), so there will be a requirement of network cabling over there to get network access from our server room. There is drop-ceiling all the way across a line of offices and our conference room to get to this location.

Any equipment supplied shall be of high quality and shall be the manufacturer's most recent model.

At a minimum, a one (1) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided.

In the event of a failure, replacement equipment must be readily available to the City of Dauphin. Proponents will be required to provide the City with the appropriate vendors from which to obtain replacements.

Proponents shall provide training, for up to four City staff, on the proper use of the system.

### **Commissioning**

The proponents will be responsible for the commissioning of the entire conferencing system. Demonstration and training is to be provided to the ICT Manager.

## **5. ADDITIONAL INFORMATION**

The following documentation is included with this RFP to assist Proponents in the preparation of Proposals.

- Pictures of Council Dias, Council Chambers, PA Room.
- Floor plan.

Other architectural or electric drawings for City Hall are available on request. The City does not guarantee and disclaims all liability for the quality, accuracy, completeness, or timeliness of any information contained in these documents.

## 6. SUBMISSION REQUIREMENTS

### GENERAL

Proposals shall clearly identify costs for all equipment and services and be broken down into sufficient detail so that the cost of each service and each piece of equipment can be easily determined. Costs should be clearly identified as a capital cost or ongoing costs. Frequency of payment and terms shall be included for all ongoing costs.

Proponents shall provide a minimum of two references from existing customers.

A Proposal Submission Form must accompany each proposal. Multiple options may be submitted as a single proposal with a single Proposal Submission Form or as individual proposals with a Proposal Submission Form with each.

### SIGNATURES

Proposals should be signed by an authorized representative of the Proponent.

### CLOSING DATE AND TIME FOR SUBMISSIONS

Proposals must be received by the City on or before 4:00 p.m. CDT on **March 19<sup>th</sup>, 2021**, the “Closing Date and Time”. Proposals are to be submitted to City Hall in sealed envelopes or via email clearly marked “RFP No. 2021-01– REPLACEMENT OF CONFERENCE SYSTEM” at the following location:

City of Dauphin  
c/o Justin Tokarchuk, ICT Manager  
100 Main Street South  
Dauphin, MB R7N 1K3

Electronically transmitted or faxed proposals will be accepted if they are received before the closing date and time at email: [justin.tokarchuk@dauphin.ca](mailto:justin.tokarchuk@dauphin.ca) or fax: 204-622-3291.

Electronically submitted or faxed proposals shall be deemed to be successfully received when displayed as new email or when fax transmittal has been received by the recipient at the City. The City will not be liable for any delay for any reason, including technical delays, spam filters, firewalls, job queue, file size limitations, etc., and late receipt of proposals will be cause for rejection of a proposal.

## 7. PROPOSAL EVALUATION CRITERIA

The City of Dauphin will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposals, your proposal should be complete and should include all of the following criteria:

1. Overall proposal suitability (50%): Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
2. Service quality and reputation (25%): Proponents will be evaluated on their service quality, company reputation, and customer references as it pertains to the scope of this project.
3. Value and cost (25%): Proponents will be evaluated on the cost of their proposal in relation to the suitability, and any proposed additional funding solutions.

No totals, weights, prices, or scores will be provided to any Proponent.

The City may elect to short-list some of the Proponents and require short-listed Proponents to provide additional information or details, including making a presentation and/or additional technical information.

The City may elect to enter into negotiations with a Proponent or Proponents concurrently. In no event will the City be required to offer any modified terms to any Proponent prior to entering into a contract, and the City will not be liable to any Proponent as a result of such negotiations.

The City will not be notifying unsuccessful proponents.

# SCHEDULE A - PROPOSAL SUBMISSION FORM

RFP No. 2021-01

## REPLACEMENT OF CONFERENCING SYSTEM FOR CITY HALL

CITY OF DAUPHIN

JUSTIN TOKARCHUK, ICT MANAGER  
100 MAIN STREET SOUTH  
DAUPHIN, MB R7N 1K3

**Submitted by:** \_\_\_\_\_  
(company name)

### PERIOD FOR ACCEPTANCE OF PROPOSAL

The City of Dauphin requests Proposals to remain open for acceptance for a minimum of 30 days. Our Proposal will remain open for acceptance by the City for a period of \_\_\_\_\_ days from the Closing Date and Time.

### INSTALLATION SCHEDULE

Installation will commence on or before \_\_\_\_\_, 2021.  
Installation time will be a total of \_\_\_\_\_ days.

### VALUED ADDED

Proponents are to provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or would be of benefit to the City:

## ADDENDA

We acknowledge the receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued	Date Received

## AUTHORIZATION

We hereby submit our proposal for the replacement of conferencing system as described in this RFP and confirm that price and other information contained in this proposal are correct, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to make this proposal.

<b>Company Name</b>	
<b>Street Address</b>	
<b>City, Province &amp; Postal Code</b>	
<b>Tel No.</b>	
<b>Fax No.</b>	
<b>Email</b>	
<b>GST/HST Registration No.</b>	
<b>Name and Title</b> (please print)	
<b>Signature:</b>	
<b>Date:</b>	

- End of Proposal Submission Form -