



The Township of Muskoka Lakes

Request For Proposals (RFP) LS-2022-01

Supply of Hybrid Meeting Audio/Visual Equipment

Issue Date: June 16, 2022

Closing Date: No later than 1:00PM EDT on July 1, 2022

**For further information please contact the Legislative Services
Department at
705-765-3156.**

**Lauren Tarasuk
Director of Legislative Services/Clerk**

SCOPE OF WORK:

The purpose of this RFP is to seek competitive proposals for the supply and support of hybrid meeting and webcasting technology which meet the below enumerated general requirements and required basic features.

The selected Respondent will be required to supply and install enhanced hybrid meeting technology at the Municipal Office at 1 Bailey Street, Port Carling, Ontario and/or the Port Carling Community Centre at 3 Bailey Street, Port Carling, Ontario. Respondents must provide a quote for each of the Port Carling Community Centre and the Council Chambers.

The selected Respondent will be notified after the Township has reviewed and approved the proposal. The issuance of the proposal does not imply that the Township will proceed with a contract for any or all of this project. The Township will not reimburse any Party for any costs incurred in preparing and submitting a proposal.

GENERAL:

The Hybrid Meeting and Webcasting Technology is to be supplied and installed in the Council Chambers, and the Port Carling Community Centre. The goal of the enhanced technology is to allow equal participation of council and members of the public regardless of the location of participation.

Currently, hybrid meetings are currently taking place from the Council Chambers. The Port Carling Community Centre has not yet hosted a hybrid meeting, but there is a desire to ready a larger overflow space for potential large hybrid public meetings.

At these council/committee/public meetings in either location any of the following individuals may be in attendance:

- a) Active Participants in the Meeting (eg. Council, Staff etc.)
- b) Members of the Public who have arranged to address council to make delegations or public comments
- c) Members of the public who have not prearranged to speak at the meeting but may be permitted to do so in the course of a meeting
- d) Observers who will watch but not participate

The Council Chambers is in the process of having the internet connectivity upgraded to fibre internet.

The Council Chambers currently has:

- microphones mounted to specific locations at the Council table
- speakers mounted in the ceiling
- wireless microphone at the podium
- one above mounted camera capturing a birds eye view of the council table
- one pull down LCD Screen
- a mounted projector carriage

Required Basic Features – Council Chambers

- a) A wide-angle camera view required showing the meeting room
- b) A camera in the meeting room showing the podium where a speaker may make a presentation
- c) At least one display screen visible to the entire room showing the proceedings and any at home attendees or speakers

- d) At least one projector to display those participating remotely
- e) A capability to integrate with Zoom or other webcast software, the Township currently uses Zoom
- f) Training of employees is required after the technology is installed and operational
- g) Ongoing support is required for the operation and maintenance of technology, urgent support may be required where a council meeting is impacted by technology failure

Required Basic Features- Port Carling Community Centre

- a) At least one display screen visible to the entire room showing the proceedings and any at home attendees
- b) A wide angle camera view of the room
- c) A camera in the meeting room showing the podium where a speaker may make a presentation
- d) Audio equipment to capture all audio from any presentations made
- e) Capability to stream any presentations made in the Community Centre into the hybrid meeting occurring at the Council Chambers

GENERAL INFORMATION:

The Township of Muskoka Lakes Council Chambers and the Port Carling Community Centre will be available for inspection for all potential proponents by appointment with Lauren Tarasuk, Director of Legislative Services/Clerk, at ltarasuk@muskokalakes.ca or 705-765-3156 ext. 211. All questions should be directed to the same.

No announcement concerning the award of this proposal will be made until a complete report and analysis is prepared by the Township and receives approval in accordance with the Township's Procurement Policy.

This RFP is not an offer to enter into any contract of any kind whatsoever. The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any goods or service shall be created between the Respondent and the Township by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services. The procurement process shall be governed by the law applicable to direct commercial negotiations

Each Respondent is solely responsible for conducting its own independent research, due diligence, and any other work or investigations and seeking any other independent advice necessary for the preparation of proposals, negotiation or finalization of agreements, and the subsequent delivery of all services to be provided by the service provider. Nothing in this RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

No Respondents shall hold the Township liable for any error or omission in any part of the RFP documents. The Township does not guarantee or warrant that the RFP documents are accurate, comprehensive, or exhaustive. This does not create any contractual rights or obligations between the Township and any responding firm.

Scheduling will be determined upon selection of the successful proponent.

RIGHT TO ACCEPT OR REJECT PROPOSALS:

The Township reserves the right to accept or reject any proposals without stating reasons.

PROPOSAL SUBMISSION REQUIREMENTS SCHEDULE A

Letter of Introduction

- Respondents should introduce their firm and indicate the name, address, phone number and email addresses of the authorized official to be contacted in the event of clarification's

Proposed Solutions

- Respondents should outline potential solutions including the prices meeting the required basic features outlined in this Request For Proposal
- Respondents should provide forecasts for delivery and installation, and completion of work

Experience and qualifications

- Respondents should provide a list of clients, particularly municipalities, government agencies and private sector, for whom you have provided services that are consistent with the scope of this RFP
- Staff to be assigned to the project
- Respondents can include in this section any other information that they consider relevant to their experience and qualification

Fee Proposal

- Supply and installation of technology including training
- Hourly fee for support
- A price breakdown by location (Port Carling Community Centre and Council Chambers)
- Hourly rates for each category of individual to be employed on the assignment

OCCUPATIONAL HEALTH AND SAFETY:

At all times during the duration of the contract, when awarded, the contractor shall adhere to all conditions as outlined in the Occupational Health and Safety Act and all policies and practices adopted by the Township of Muskoka Lakes. The Respondent agrees that the Township is not to be understood as the employer to the successful Respondent nor to any of their personnel or staff for any work or services that may be awarded as a result of this RFP process. It is understood that the successful Respondent will act as an independent contractor, and will act as the constructor as defined in the Occupational Health and Safety Act.

LIABILITY:

The successful contractor will carry liability insurance in the amount of not less than \$2,000,000. naming the Township of Muskoka Lakes as additional insured parties. Proof of liability insurance will be required prior to awarding contract.

EQUIPMENT AND PERSONNEL:

The RFP will specify the type of equipment to be used when performing this activity, and the names and contact numbers for personnel involved.

EVALUATION:

- Proposed Solution 40%

- Fee Proposal 20%
- Experience and Qualifications 30%
- Demonstrated Customer Service Quality and Support 10%

It is the responsibility of the proponent to provide evidence of evaluation criteria in the submitted proposal.

SUBMISSION OF RFP'S:

The Proposal shall be received electronically or in a sealed envelope to:

Township of Muskoka Lakes,

Box 129

Port Carling, ON

P0B 1J0

Attention: Lauren Tarasuk Director of Legislative Services

“Confidential - Supply of Hybrid Meeting Audio/Visual Equipment”

Or by email to ltarasuk@muskokalakes.ca

Privacy/Freedom of Information

All submissions and attached materials received in response to this RFP are deemed to be the property of the Township, except to the extent they are protected as third party material under applicable privacy law.

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA or the Act) applies to all RFPs, quotations and proposals submitted to the Township . RFPs, quotations, and proposals will be received in confidence and are subject to the disclosure requirements of the Act. Pursuant to orders made by the Information and Privacy Commissioner/Ontario, the Township shall not withhold the following information from RFPs, quotations, or proposals, if requested through the MFIPPA process by any person or business: (a) the cover letter to the RFP, quotation, or proposal; (b) the table of contents; (c) lists of figures, tables, and appendices; and (d) any information regarding the form and structure of a RFP, quotation, or a proposal (i.e., information which may disclose the manner in which the document is constructed).

Respondents should identify any portions of their RFP/quotation/proposal which contain a trade secret, scientific, technical, financial, commercial, or labour relations information supplied in confidence and which will cause harm if disclosed. The Township cannot ensure that any given portion of any materials received in response will not be ordered released under MFIPPA

INQUIRIES:

All inquiries regarding the RFP will be directed to Lauren Tarasuk Director of Legislative Services/Clerk at 705-765-3156.