

FACILITY & SUPPORT SERVICES

428 Western Avenue

Davenport, Iowa 52801

www.scottcountyiowa.com

(563) 326-8738 Voice (563) 328-3245 Fax

**REQUEST FOR PROPOSALS
SCOTT COUNTY FACILITY & SUPPORT SERVICES
VIDEO PRESENTATION & SOUND REINFORCEMENT FOR THE NEWLY BUILT
BOARD ROOM
PROJECT # FSS 0603-01**

Facility Support Services is soliciting proposals for video presentation and sound reinforcement including installation for the newly built Board Room. **Proposals for this project must be submitted by June 23, 2003 at 1:00 p.m. Any questions regarding the proposal are require by June 19, 2003 at 3:00 p.m.** Proposals received after that time will not be considered. Proposals must be submitted to the following address and labeled as follows:

Facility & Support Services Project # FSS 0603-01
Attn: Scott County Purchasing Division
428 Western Ave
Davenport, Iowa 52801

Faxed bids may be submitted at (563) 326-8246. Faxed bids must be received before the bid deadline. Fax bids received after the deadline will not be considered. Scott County reserves the right to reject any or all bids. Scott County further reserves the right to accept the best bid, not necessarily the lowest bid. All decisions of Scott County, Facility & Support Services and the Scott County Board of Supervisors are final and are not subject to appeal. To obtain complete bid specifications contact Robert Holliday, Purchasing Specialist at (563) 326-8793.

Sound System

System shall include microphone coverage for seven at the main board table, one at the presentation dais, on at the staff table and one at a comment podium. Sound system shall include the following:

- * Automated mixing
- * Room equalization
- * Assisted listening with 4 wireless receivers
- * Ceiling mounted speakers
- * All necessary microphones
- * Goosenecks
- * Equipment racks
- * Wiring
- * Ability to record and playback audio via cassette
- * CD playback
- * Installation

Video Presentation System

System shall include the following:

- * Two 27" monitors at the dais table for board viewing
- * Connection and wiring to county provided LCD projector
- * Two VCR/DVD players (one in equipment room, one at dais) with ability for playback at both locations and recording/ playback at equipment room
- * Provisions for eventual ability to broadcast meetings
- * Wiring for county provided document camera at dais
- * Wiring for laptop connection at dais
- * All cables and connection plates
- * Installation

Successful vendor will be required to post proof of insurance as indicated

SCOTT COUNTY INSURANCE REQUIREMENTS:

The Contractor shall have in force during the period of this contract, insurance as listed below:

- A. Bodily Injury and Property Damage Insurance: The CONTRACTOR shall take out and maintain during this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

General Liability:

Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Injury - Aggregate	\$1,000,000
Personal Damage - each occurrence including Broadform Liability Extension	\$1,000,000
Automobile Liability - Owner, Non-Owned and Hired Vehicles:	
Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Damage - each occurrence	\$1,000,000

The above insurance shall cover the contractor's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

- B. Certificates of Insurance: The CONTRACTOR shall deliver to **Facility & Support Services, 428 Western Ave., Davenport, IA 52801**, certificates of insurance covering all above insurance in duplicate **before starting project**. Such certificates shall provide ten days prior notice by registered mail of any material change in or cancellation of this insurance.
- C. Contractual Liability Insurance: The CONTRACTOR shall take out and maintain during this contract, liability insurance.
- D. Products and completed Operations Liability Insurance: The CONTRACTOR shall also take out Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.
- E. Workmen's Compensation and Employer's Liability:
- (1) The CONTRACTOR shall maintain during this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.
 - (2) The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

INDEMNIFICATION:

- A. To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by

- any negligent act or omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.
- B. In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Any questions regarding this proposal should be submitted to Dave Donovan or Tammy Speidel, Facility & Support Services at (563) 326-8738.