



**Winston-Salem**

## **Request for Proposals**

### **Audio / Visual Solution**

**PROPOSALS WILL BE RECEIVED UNTIL**

**12:00 Noon, Thursday, October 5, 2017**

**in**

**Purchasing Department, City Hall Building  
101 North Main Street, Suite 324 Winston-Salem, NC 27101**

### **ADVERTISEMENT FOR PROPOSALS**

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Sealed proposals endorsed **Audio / Visual Solution** for the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, **until 12:00 Noon, Thursday, October 5, 2017**. Instructions for submitting proposals and/or receiving the complete RFP document specifications may be obtained during regular office hours at the same location, or by contacting Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org) (Email is preferred) or phone 336-747-6939. The City reserves the right to reject any or all proposals.

Jerry Bates  
Purchasing Director

**This document IS NOT the complete proposal.** To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), (email preferred) by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

## I. Introduction

The City of Winston-Salem Fire Department is requesting Proposals from qualified Audio Visual (A/V) businesses to furnish and install all A/V equipment required to support a turnkey A/V system for the Alexander R. Beaty Public Safety Training and Support Center located at 1200 Patterson Avenue, Winston-Salem, NC. The goal is to identify and evaluate options that allow the Fire Department to begin using an on-site A/V training solution in the short-term and then expand the solution to include on-line training and video conferencing functionality in the next 6-18 months. Three steps have been defined in the delivery of a complete solution for the Fire Department and are as follows:

- Step #1 – On-site Training (Proposal/Response Required)
- Step #2 – On-line Training (Proposal/Response Optional)
- Step #3 – Video Conferencing (Future - No Response Required)

### Objectives

- Increase the efficiency of Fire Department Training
- Enhance communication between the trainer and students
- Provide the capability to playback training sessions in the training room initially and eventually over the City’s network
- Support the following types of training:
  - Instructor-Led Classroom Training
  - Online Web-Based Training
  - Computer-Based Training

### General Information

Due Date	10/5/2017 See Instructions to Proposers Section
Transmittal of Response	Jerry Bates Purchasing Director City/County Purchasing Department, 101 North Main, Suite 324 Winston-Salem, NC 27101 (336) 747-6939 <a href="mailto:jerryjb@cityofws.org">jerryjb@cityofws.org</a>
Electronic File Format	Microsoft Word and/or Adobe PDF
Walkthrough	<b>City Staff will be available for a walkthrough of the facility at 2:00 pm, Thursday, September 21, 2017.</b> Meet inside the main lobby entrance of Alexander R. Beaty Public Safety Training and Support Center - 1200 Patterson Ave, Winston-Salem, NC 27101 to be escorted to the room location. The purpose of this walkthrough is to provide prospective proposers the opportunity to view the existing conditions and work parameters. Staff will be present to answer questions.

Questions and Inquires	Proposer Questions and Inquiries relative to this RFP must be submitted <b><u>in writing only</u></b> by <b>12:00 Noon, Thursday, September 28, 2017</b> , to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: <a href="mailto:jerryjb@cityofws.org">jerryjb@cityofws.org</a> ( <b>Email is preferred</b> ), Fax: (336) 727-2443. The City will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the City may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.
Responsibility for Ensuring Receipt	Responders are responsible for ensuring receipt of questions and of responses.
Evaluation Criteria	Responses to this RFP will be evaluated based upon the following criteria: <ul style="list-style-type: none"> <li>• 40% – Functionality</li> <li>• 30% – Experience</li> <li>• 30% – Cost</li> </ul>
Planned Schedule:	
10/5/2017	Request for Proposal Response Due
10/2017	Evaluation of Responses
10/2017	Selection and Recommendation
11/2017	Implementation

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## II. Requirements

The new Beaty Training Center includes a fire training room on the 3<sup>rd</sup> floor that is approximately 55’ x 27’ with an occupancy of 72. The room can be configured as one large room or partitioned into three separate rooms. The following is a list of requirements for this Request for Proposal:

### Step #1 – On-site Training (Proposal/Response Required):

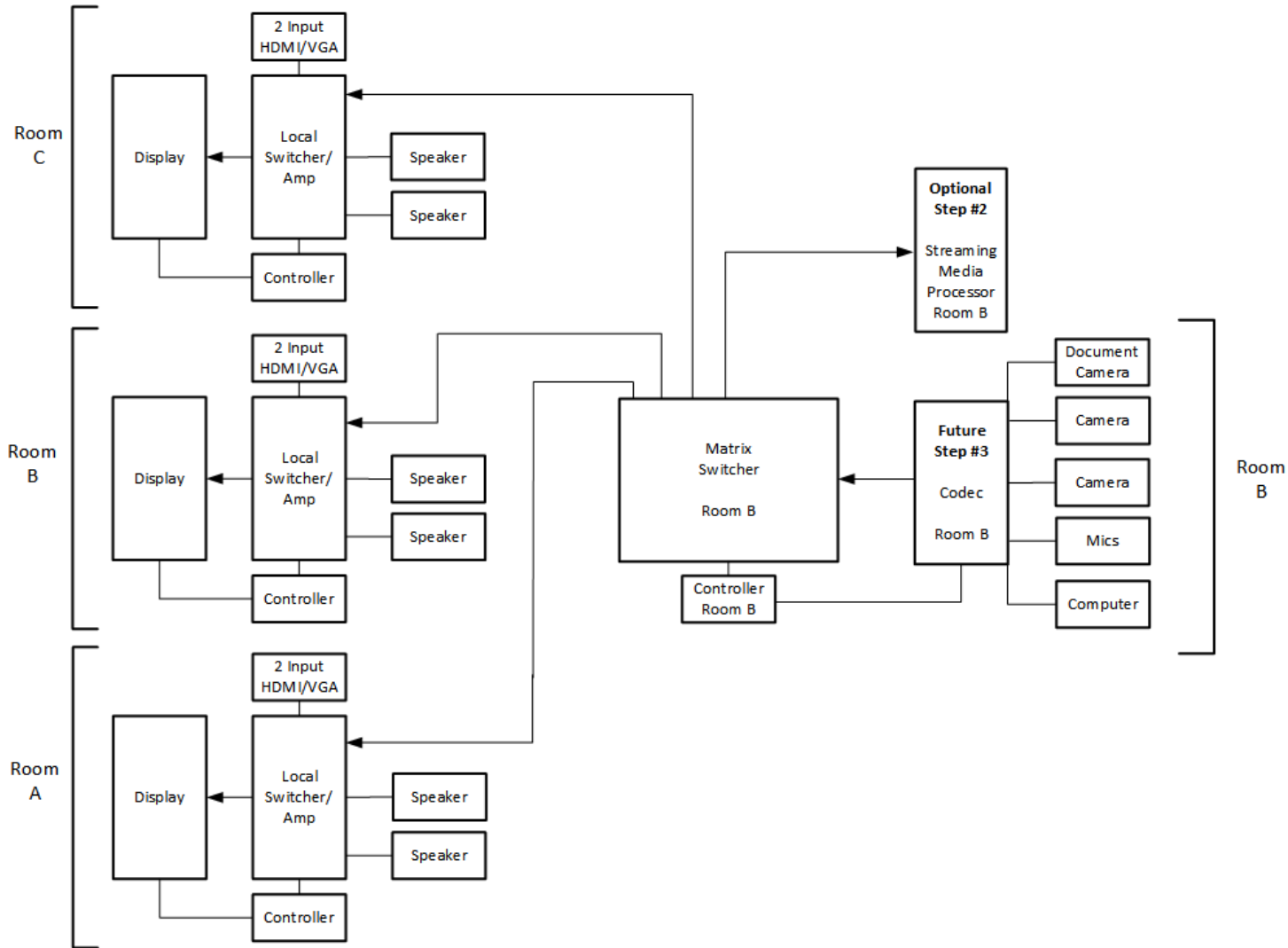
Please provide a Proposal with individual line prices for the requirements for Step #1. The solution must be compatible with Step #2 and Step #3.

1. Three (3) large format displays
  - Using your experience and expertise, please recommend a configuration to meet our needs
    - Projection, flat panel and/or display wall(s)
    - If a flat panel is Proposed, then touchscreen capabilities should be optional
    - It is estimated that the displays will be used for a minimum of 25 hours per week
2. Small form factor dedicated training PC for the center display
  - i7 processor
  - 32GB RAM
  - 4TB Hard Disk
  - Windows 7 64bit
  - Wireless Keyboard and Mouse

3. Local A/V switcher for each room with a master switcher to allow multi-room connectivity
  - Extron PoleVault Switcher PVS 407D **or similar**
  - Extron XTP II CrossPoint 1600 **or similar**
4. Two (2) front wall mounted cabinets for the outside rooms and one (1) lectern for the enter room
  - Cabinets – Extron Electronics MLM-WB+ **or similar**
  - Lectern – Exact PM-432 **or similar**
5. Control panel in each room to allow staff to setup the room to use a local input as the source for audio and video
  - Extron MLC 104 IP Plus Media Link Controller **or similar**
6. Wireless A/V connectivity from laptop and tablet (audio and video) to each of the displays
7. Audio system with ceiling speakers in each room capable of supporting one large room or three separate rooms
8. Ability to configure the system to stream audio and video to all three rooms (using the center room as the source)
9. Centralized A/V System control via the center room lectern or a wireless A/V system remote control tablet
10. Basic recording and localized playback of the training sessions (central camera and wireless lavalier type microphone)
11. Document Camera to allow the trainer to display information from a code book or safety manual
12. Enhanced lighting to improve picture quality of large objects and trainers in full figure
13. Installation of all equipment, racks, conduits; pull cords, cable trays and other raceway and infrastructure as required to accommodate the A/V system and cabling (coordination with building maintenance and Fire/Police IT staff is required prior to installation)
14. Software, configuration/calibration, programming, start-up and commissioning of the A/V system
15. Support/Maintenance for all equipment for a minimum of one (1) year
16. All documentation for control system, including programming code for future reference/modification

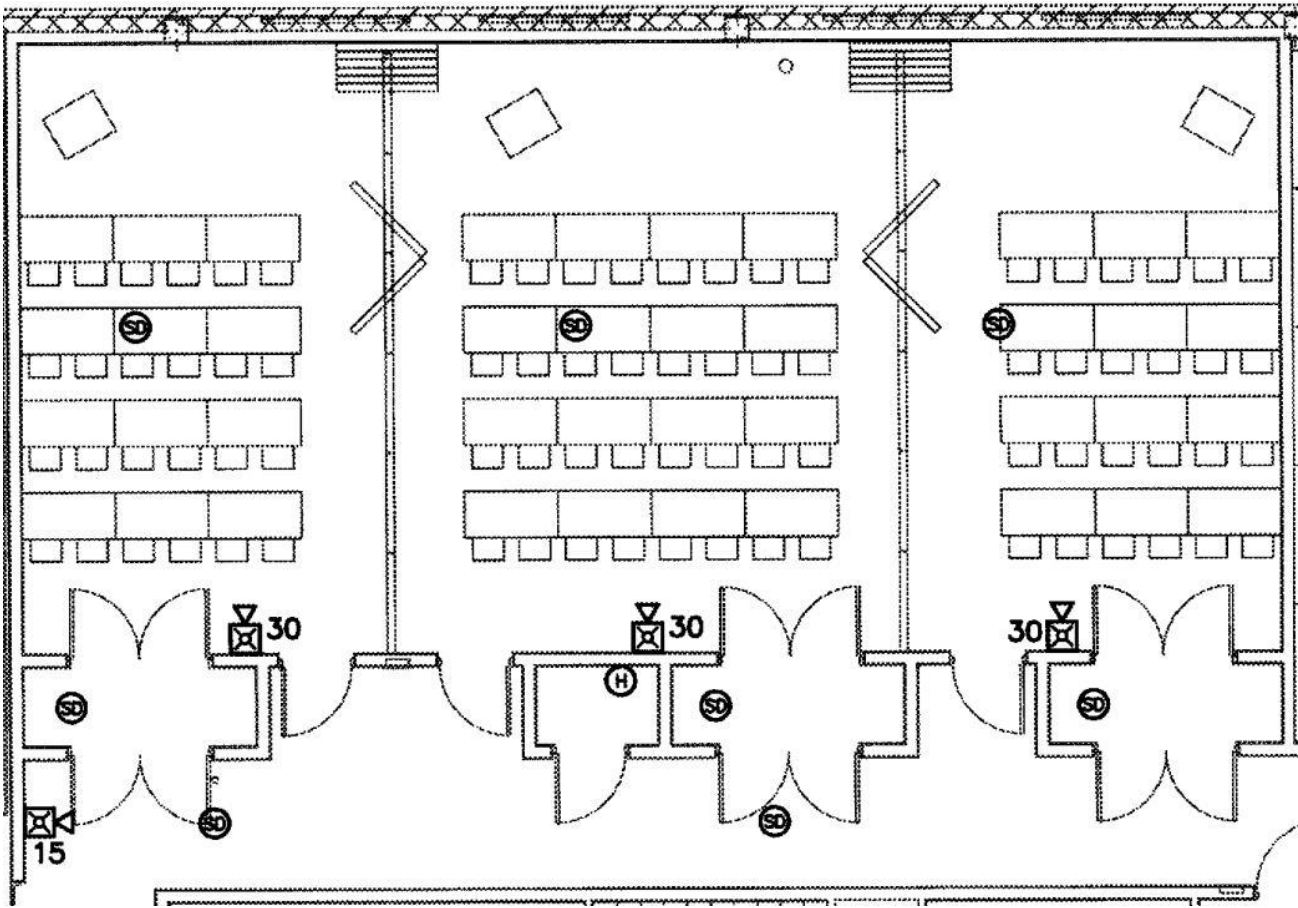
# System Diagram

The following system diagram represents the minimum requirements:



## Floor Plan

The front wall is an exterior wall.



## Available Services

The following is an overview of the available services for the training room:

- 30+ Wired Network Connections on outside walls
- 30+ Power outlets on outside walls and additional power outlets are available on the existing tables
- Phone system is a proprietary VoIP
- Storage closets are at the back of each room
- Basic Lighting is in place
- A drop Ceiling is in place
- Floors are carpeted
- Desks/Tables are connected to power and have power receptacles
- Partitions are used to separate the room as shown in the floor plan drawing



## Pictures

The follow are pictures of the training room:



Taken from the back of the center room looking towards the room to the left.



Taken from the back of the center room looking towards the front of the room.



Taken from the front of the center room looking towards the back of the room.



Taken from the front of the center room looking towards the back of the center and side rooms.

## **Step #2 – On-line Training (Proposal/Response Optional):**

Providing a Proposal for this step is optional. It will be implemented after Step #1. Please make all responses to these requirements optional so the City can begin using the On-site Training functionality defined in Step #1 prior to the implementation of an On-line Training solution for the Fire Department. Note that the City has an existing enterprise training solution from Moodle Rooms, which will also be evaluated to determine if it will meet the Fire Department's requirements.

1. Advanced A/V recording of the training sessions from multiple cameras, microphones and PC screen capture capabilities
2. Playback of the training videos from any PC on the City's network with appropriate rights to view the content
3. Secure access to and management of the video training library
4. Responsive design to allow access to training videos from any device (PC, Laptop, Tablet, Phone, etc.)
5. Usage tracking and reporting
6. Compatible with Microsoft Active Directory for user authentication (ADFS or LDAP)
7. Scalable to support 100+ concurrent sessions
8. Peer-to-peer interaction capabilities (discussion boards, chat rooms, etc.)
9. Open API (Application Programming Interface) to allow integration with other systems
10. Customizable to allow the Fire Department to personalize their learning environment (login page, dashboard, progress reports, training certificates, etc.)

## **Step #3 – Video Conferencing (Future - No Response Required):**

Information in this RFQ about Step #3 is for your information only and no response is required. There is an effort underway to define an enterprise video conferencing solution and the technology implemented in Steps #1 and #2 must be compatible with our enterprise video conferencing solution, which may utilize the Cisco TelePresence SX80 **or similar**. Please indicate in your response if you are interested in receiving the Video Conferencing Request for Proposal.

1. Real-time interaction between the (center) Fire Training room and at least three locations on the City's network, only the center display/room would be included in the video conferencing functions
2. Screen sharing and whiteboarding capabilities for each participant
3. Integrated with the City's VoIP Cisco telephone system
4. Ability to call into a meeting from any phone
5. Tabletop wireless microphones for conference rooms
6. Ability to host a meeting and invite participants using a simple interface from any device
7. Integrated with the On-line Training functionality to allow meetings to be recorded and played back

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