



**CONFERENCE ROOM EQUIPMENT  
REQUEST FOR PROPOSAL**

Date of Issuance: November 26, 2019

Deadline Date: January 31, 2020

*Administrative Services Department  
Information Technology Division  
1110 West Capitol Avenue  
West Sacramento, California 95691  
Phone: (916) 617-4520*

The City of West Sacramento, California (City) issues this Request for Proposals (RFP) to convey its interest in identifying one or more motivated, high-caliber partners to assess the City's current conference rooms, define requirements, alternatives, and provide estimate to modernize the City's conference rooms.

### **Background**

The City would like to deploy ViewSonic whiteboard screens with built in PCs connected to Logitech video conferencing and sounds systems in the conference rooms. The solution should also include updating the connections in the meeting room tables as necessary and implement digital signage outside the rooms for calendar scheduling purposes.

### **Scope of Services**

1. Assessment of current environment including existing equipment and connections in the rooms.
2. Identify required technology based on room size and occupancy to meet the City's needs.
3. Identify network or electrical work required to create the appearance of a clean looking wireless solution.
4. Develop estimate for deployment of recommended technologies.
5. Expected Technology Guidelines
  - a. ViewSonic Whiteboard IFP Series with built-in VPC
  - b. Logitech Video Conferencing Equipment
  - c. Easy connectivity for displaying content to the screen for guests
  - d. Digital Signage outside of room
  - e. Minimal wires

### **Submission of Qualifications and Proposals**

#### Title Page

Title page showing the request for qualifications and proposal's subject; the firm's name; the name, address, telephone number and e-mail address of the contact person; the date of the proposal.

#### Transmittal Letter

A signed letter of transmittal briefly stating the Proposer's understanding of the work to be done, the commitment to perform the work within the proposed time period, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for a minimum of 90 days.

#### Technical Expertise and Experience Qualifications

The firm's experience and performance on comparable government engagements, including control of costs, quality of work, and completion of work in a timely manner.

The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

Provide the following information for the three projects that are similar in size and scope to the project requested by this proposal including reference name, address, and telephone number of the agency.

### **Proposal**

The proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the request for qualifications and proposal. The proposal should contain an itemized list of tasks, the estimated hours associated to each task, and the costs associated to complete each task. The proposal should include any additional costs and provide a total cost to implement.

In addition to the above requirements the resulting proposal should include, but is not limited to:

- Instruction, procedures, and response criteria
- Vendor qualifications, service, and support
- Technical and functional specifications and requirements
- Warranty and maintenance
- Delivery and installation
- Statement of work
- Pricing

### **Selection Process**

A selection committee, comprised of City staff, will evaluate qualified proposals. Selection will be based on the firm's experience and qualifications as described in the firm's submittal, the ability to provide the required services, and the total cost of the proposal.

To be considered, completed request for proposals must be e-mailed in a PDF format to Benjamin Cipollone at [benjaminc@cityofwestsacramento.org](mailto:benjaminc@cityofwestsacramento.org) no later than 5:00 p.m. on 1/31/2020.