

REQUEST FOR PROPOSALS
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
COMMUNITY ROOM AV SYSTEM UPGRADE

July 16, 2025

Bloomfield Township Public Library is soliciting proposals from qualified vendors to upgrade the audio-visual (AV) capabilities of the Library's Community Room to enhance the overall user experience and support various events such as meetings, workshops, and presentations.

Proposal guidelines are listed below. This request for proposals also can be obtained on [BidNet](#) or by calling Katherine Bryant, Assistant Director, at 248-642-5800, ext. 114.

A mandatory pre-bid walk-through will be held on Wednesday, August 6 at 10:00 a.m. at the Library. All prospective bidders must attend. Bids submitted without attendance from an authorized vendor representative will not be considered. The meeting will begin with a review of the RFP, followed by a tour of the building and time for questions.

The deadline for proposals is Wednesday, August 20, 2025 at 3:00 p.m. For a proposal to receive consideration, it must be received prior to the deadline. No proposals will be accepted after the deadline. Vendors can submit responses either electronically online or by paper/hardcopy:

Electronic responses may be submitted online via BidNet at www.bidnetdirect.com//btpl. Once logged into the system and viewing this notice, use the "Place a Bid" button at the top of the page. Follow the instructions to the end, and ensure you receive a confirmation page that shows your response was successfully submitted. If you need assistance, please contact BidNet's Vendor Support Department at 800-835-4603, Option 2. Do not wait until the last minute in case you encounter questions or technical issues. No proposals will be accepted after the time specified.

Hardcopy or physical bid responses may be hand delivered or mailed. If submitting a hardcopy, please provide four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Proposal for Community Room AV System Upgrade." Address these to:

Katherine Bryant, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302.

It is the proposer's responsibility to ensure that proposals are received in the proper location and by the deadline specified.

All proposals will be publicly opened immediately at 3:01 p.m. at the Library. All questions regarding this request for proposals should be directed to Katherine Bryant, Assistant Director, via email at bryantka@btpl.org with the subject line "Questions about Community Room AV System Upgrade RFP."

OBJECTIVE

The Community Room is a versatile space designed for various events and presentations. The goal of this project is to provide a reliable, user-friendly AV solution in the Community Room, enabling high-quality audio and video experiences suitable for both in-person and virtual events. The AV system will allow for audio to be heard throughout the room as needed. The aesthetics of the Community Room must be preserved in this project. The Library is seeking recommendations for equipment upgrades, particularly cutting-edge AV technology that aligns with industry standards. Additionally, the selected vendor will be responsible for the safe removal and disposal of existing AV equipment and training for library staff.

SCOPE OF PROJECT

The selected vendor will be responsible for:

- Designing and installing an AV system that meets current industry standards for medium- to large-sized meeting spaces.
- Recommending and providing equipment that includes but is not limited to projectors, screens or displays, audio systems, DVD/Blu-ray player, microphones, control systems, and cameras, with an emphasis on cutting-edge technology recommendations.
- Integrating equipment with existing library technology as needed.
- Making recommendations to improve room acoustics.
- Any ancillary contract work required, including, but not limited to, electrical, low voltage, sheetrock, carpentry, or construction.
- Testing and commissioning of the system to ensure it meets specifications.
- Procurement, fees, management, and submission of any required permits.
- Removing and disposing of old equipment in an environmentally responsible manner, adhering to local regulations for e-waste.
- Providing training for library staff, covering operation, troubleshooting, and regular maintenance of the system to ensure staff can effectively use and support the equipment.

TECHNICAL REQUIREMENTS

- Display and Projection:
 - A high-definition display or projection system suitable for visibility throughout the room.
 - Compatibility with various input sources (HDMI, wireless presentation, etc.).
 - Recommendations for advanced display options that may benefit meeting room use.
- Audio System:
 - Clear, balanced audio coverage throughout the room.
 - Multiple microphone options, at least four each handheld and lavalier, for presenters and audience interaction.
 - Advanced noise control features to minimize disruptions.
 - Audio output for local cable broadcast to record audio.
 - Integrate multiple inputs including Bluetooth.
- Video Conferencing and Cameras:
 - High-quality video camera(s) that capture the full room for remote participants.
 - Video conferencing capability compatible with platforms such as Zoom, Microsoft Teams, and Google Meet.
 - Suggestions for innovative video conferencing technology that enhances participant engagement and ease of use.
- Control System:

- An intuitive control panel to manage all AV functions, Crestron preferred.
- Wireless control options restricted to room only are desirable.
- Integrate system with the podium.
- User-friendly presets for common room configurations, with suggestions for any emerging technologies in room control.
- Removal and Disposal of Old Equipment:
 - Vendor is responsible for safely removing existing AV equipment.
 - All old equipment must be disposed of in compliance with environmental regulations and local e-waste disposal standards.
 - Provide documentation of disposal to ensure compliance with any necessary regulations.
- Staff Training:
 - Comprehensive training for library staff, covering system operation, troubleshooting, and regular maintenance.
 - Training sessions should include both hands-on practice and documentation to ensure staff are well-equipped to operate the system independently.
 - Follow-up support or training refreshers should be available if needed.

PROPOSED TIMELINE

Wednesday, July 16, 2025	Community Room A/V Upgrade RFP released.
Wednesday, August 6, 2025, 10:00 a.m.	Mandatory walkthrough with potential bidders.
Wednesday, August 20, 2025, 3:00 p.m.	Deadline and bid opening for RFP responses.
September 8-19, 2025	Interviews and/or demonstrations scheduled with top bidders.
Tuesday, October 21, 2025	Library Board meeting – The Library Director recommends a vendor for Board approval.
Wednesday, October 22, 2025	Library Administration informs the successful vendor.
November 20-December 31, 2025	Complete installation of new technology.

PROPOSAL ELEMENTS & SUBMISSION REQUIREMENTS

Company Information

Provide your contact information including your company name, address, website, primary contact person/project manager, phone number, and email address.

References

Provide contact names and phone numbers for at least three organizations with which you have worked to provide an AV system. Please also provide contact names and phone numbers, plus references, for any subcontractors with which you would work to complete this RFP.

AV System Installation Experience

Include your experience installing AV systems in a public library or municipal setting. Comment on the elements, process, and timeline provided and make suggestions for improvements. Describe your firm's approach to providing the requested services for the Library, as described in "Scope of Project." Describe what differentiates your service from that of competitors, including your approach to communication.

Equipment List and Recommendations

Include a detailed list of proposed equipment, including model numbers, specifications, and any recommendations for state-of-the-art technology that would benefit the Library.

Budget

Indicate your costs for equipment, labor, removal and disposal of old equipment, training, and any additional fees. Budget information that breaks out the costs for various aspects of the project, as well as any additional options would be appreciated. This will allow for adjustments to the planning process and budget as necessary.

Staff Training Plan

Outline the proposed staff training sessions, including hands-on training, documentation, and follow-up support.

Availability

Please address your availability and flexibility to meet our schedule for this process. As the Community Room is reserved for library programs and room rentals up to eight months in advance, this is key. The November 20-December 31 dates are already blocked off for this work to be completed. A later installation would likely need to be pushed out several months into 2026 to accommodate existing reservations.

The deadline for proposals is Wednesday, August 20, 2025 at 3:00 p.m. For a proposal to receive consideration, it must be received prior to the deadline. No proposals will be accepted after the deadline. Vendors can submit responses either electronically online or by paper/hardcopy. Electronic responses may be submitted online via BidNet at www.bidnetdirect.com//btpl. Hardcopy or physical bid responses may be hand delivered or mailed. If submitting a hardcopy, please provide four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Proposal for Community Room AV System Upgrade." **All proposals will be publicly opened immediately at 3:01 p.m. at the Library.** All proposals submitted will remain firm for sixty (60) days.

Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Award of consulting work may include all or some of the above RFP components.

The successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons proposing for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for proposal documents.

Proposals will be evaluated on the information provided including the completeness of the proposal and information supplied.