

REQUEST FOR BIDS #21-1011
Burke County Conference Center Audio/Video Upgrades

The County of Burke is seeking bids from qualified vendors for the upgrading of the Audio & Video (AV) system at the Burke County Conference Center.

The conference center is a large space, 150' x 75' x 16', that is used for a variety of events both by the public and local agencies. The room has movable dividers that allow it to be divided into two rooms if needed. The current AV equipment in the center is 15+ years old and needs to be updated to meet current AV needs for events.

One (1) original and three (3) copies of the proposal shall be submitted, along with an electronic copy submitted either by email or USB. All required copies must be submitted to be considered a valid proposal.

Sealed bids will be received in person, through regular postal mail, or special courier service by the Burke County Finance Office at the addresses below:

Physical Address:	200 Avery Avenue	Mailing Address:	P.O. Box 219
	Morganton, NC 28655		Morganton, NC 28680

*****Note on the outside of envelope: Bid #21-1011, ATTN: Brian Niefert, Purchasing Agent*****

A site visit is scheduled to allow potential bidders the opportunity to see the conference space as well as evaluate current equipment in place. All bidders are **required** to attend the site visit for their bids to be considered valid. This site visit will be the only opportunity for prospective bidders to visit the facility. The visit will take place at 10:00 AM, Monday, October 25, 2021, at the Burke County Conference Center located at the Foothills Higher Education Center, 2128 S. Sterling Street, Morganton, NC 28655. The conference center is located on the side of the building next to Longhorn. Meet at the conference center entrance.

Bids are due on or before Monday, November 8th at 10:00 a.m. local time. Any bid received later than the specified date and time will not be accepted or considered. The bid opening is immediately following cut-off time in the Finance Office Conference Room, Suite 220, 200 Avery Avenue, Morganton, NC.

All questions should be directed by email to: brian.niefert@burkenc.org.

Please visit www.burkenc.org/Bids.aspx to download this information and any updates on the project.

The County of Burke reserves the right to reject any and/or all bids not deemed to be in the best interest of the County.

Scope of Work

The scope of work for this project will include the following:

1. Evaluation of current AV equipment and set-up and recommendation for replacements.
 - a. List of current equipment on site is attached for reference. (Attachment A)

2. Equipment replacement and installation must include the following:
 - a. Ceiling Mounted Projectors
 - b. Surface Mounted Electronic Screens
 - c. Sound System
 - i. Transmitters
 - ii. Speakers
 - d. Wall mounted AV connections upgraded to allow HDMI connections
 - e. Mobile Podiums
 - i. Include fixed microphones
 - f. Upgrade of backroom controls & monitoring system
 - g. AV recording capabilities using a hard drive recorder on site to allow pull-down over LAN or onsite download
 - h. LAN control connection for service/update by County Staff when needed
 - i. Wall mounted controls that will allow for control of video and audio for the entire space or separate rooms when divided. Easy for end-user to adjust volume and mute video projector
 - j. Ability to use any microphones or a combination in either room(s)
 - k. Send video/computer to projector for either/both screens
 - l. Possibility of a wireless connection from user's computer to the projectors
 - m. Inputs for an external AV system to be able to interface with the projectors and sound system

3. Equipment must be installed in such a way that it can be operated as one meeting space or two separate meeting spaces. Each space is approx. 75'x75'.

References

All bidders submitting a proposal must include three (3) references of similar projects completed. Please be sure to include full contact information for each reference and date project was completed.

General Information

1. Include in proposal a description of the work to be performed in accordance with the specifications and scope of work, and suggested terms of contract.
2. Include an itemized list of all equipment that is to be installed along with total labor cost for completing the project.
3. All proposals must be signed and dated by a person authorized to enter into agreements on behalf

of the submitter.

ATTACHMENT A

List of Current Conference Center AV Equipment

1. Speakers – 20
 - a. 10 in each room, 2 rows of 5
2. Screens – 2
3. Projector, Mitsubishi XD8100U -2
4. Vaddio Presenter Cam – 1
5. Cart connection panel – 3 – Left, Center, Right
6. Mics
 - a. Telex HT-500 handheld -2
 - b. Telex WT-500 lavalier – 2
 - c. Telex WT-500 over ear – 2
7. Carts – 2
 - a. Control panel screen
 - b. Gooseneck mic
 - c. VGA connection
 - d. VHS/DVD
 - e. Elmo P305 document camera
 - f. FSR
8. Control Room rack
 - a. Control panel
 - b. Audio monitor
 - c. FSR switcher
 - d. Vaddio Camera control
 - e. 6 mic receivers
 - f. Ashley Protec ne24.24m matrix processor
 - g. Ashley ne1600 amplifier – 2