
BOONE COUNTY COMMISSIONERS

BOONE COUNTY, INDIANA

Request for Proposal (RFP)

**Audio-Visual Design Services for the Connie Lamar Meeting/Conference
Room**

March 24, 2025

BOONE COUNTY COMMISSIONERS

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SECTION 1 BACKGROUND AND SCOPE OF SERVICES

1.1 Background- The Board of Commissioners of Boone County is the governing body of Boone County Indiana. Their offices are located at 116 West Washington Street, Lebanon, Indiana, 46052. The county has recently created an AV committee to look at options to rebuild and enhance the audio-visual environment in the Connie Lamar meeting / conference room. This effort has led the Commissioners to express the need for a Vendor (audio visual engineer/consultant) to provide “Audio-Visual Design” services for the Connie Lamar meeting / conference room located at the Boone County Annex at 116 W. Washington Street, Lebanon, IN 46052.

1.2 Existing Environment – Certain services / equipment and devices described above are currently being provided by a 10-year-old hardware/software/technology solution inside the Connie Lamar meeting/conference room. The current platform does not meet the needs of the county personnel or the public while participating in or attending meetings online. As a part of that effort this Request for Proposal (RFP) is being issued to satisfy the purchasing of requested services as described elsewhere in this document.

1.3 Project Locations - Boone County Annex
116 West Washington Street
Lebanon, IN 46052

SECTION 2 GENERAL INFORMATION FOR THIS RFP

2.1 Purpose of This RFP - The purpose of this RFP is to obtain proposals for “Audio-Visual Design Services” for the County Commissioners to enhance and update the audio-visual environment for county personnel and the general public during meetings, training sessions, etc.

2.2 Issuer - This RFP is being issued by the following people in care of the county:

Boone County Commissioners Telephone: (765)-483-4492
116 West Washington, Room 103
Lebanon, IN 46052

2.3 Non-Disclosure - Information pertaining to Boone County obtained by the Vendor as a result of its participation in relation to this RFP is confidential and shall not be disclosed or used by the Vendor except as authorized herein by the Boone County Commissioners. The content of your response will be held in confidence and will not be divulged to any other Vendor.

The Commissioners reserve the right to share information with any consultant of their choosing, the RFP, and any resultant response in order to secure an expert opinion. The consultant shall be required to sign a non-disclosure agreement guaranteeing that all information received pertaining to this RFP or subsequent contract shall be held in confidence.

2.4 Incurring Costs - The Boone County Commissioners are not liable for any cost incurred by any Vendor in connection with said Vendor’s response to this RFP.

The Boone County Commissioners reserve the right to accept or reject any or all response(s) to this RFP and shall be under no obligation to explain any such rejection. It is to be expressly understood by each respondent that no liability will be incurred by the Boone County Commissioners by reason of the rejection of or failure to accept the respondent’s quotation.

The Boone County Commissioners reserve the right to cancel the proposed RFP at any time prior to the execution of a written contract without any liability to the Boone County Commissioners if, in its sole determination, its best interest would be served by doing so.

Once the full process has been exercised and funds are available to support a contract the project will move forward. In the event that the current funds do not support the project, the commissioners reserve the right to postpone or cancel this project.

2.5 Procurement Schedule - Vendors must adhere to the following schedule of events in the procurement process. The Commissioners reserve the right to change this schedule at any future date.

2.5.1 Request for Proposal Available: March 24th, 2025, through April 18, 2025

2.5.2 Questions regarding this RFP are to be submitted in writing to the issuer no later than: 4:00 p.m. April 4, 2025.

2.5.3 Responses to any written questions to all Vendors by: 4:00 p.m. April 11, 2025.

2.5.4 Deadline for Receipt of RFP Responses: Responses must be received by the Boone County Commissioners before 3:00 p.m. Friday April 18, 2025. Responses received after the due date will be returned to the Vendor unopened.

2.5.5 Award Date: May 5, 2025

2.6 Acceptance of Quotation Content - The content of this RFP and the quotation submitted by the Vendor will be included as part of the contractual obligations if a contract ensues. Failure of the successful Vendor to accept the obligations stated within this RFP, unless otherwise agreed to in writing by both the Vendor and the Commissioners may result in cancellation of the award of the contract.

2.7 Prime Contractor Responsibilities - The primary Vendor will be required to assume responsibility for all contractual activities offered in this quotation whether or not that Vendor actually performs them. Further, the Commissioners will consider the primary Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from anticipated contract. If any part of the work is to be subcontracted, responses to this RFP must indicate the following information:

- < List of all subcontractors
- < Subcontractor name and address
- < Complete description of work to be subcontracted
- < Descriptive information concerning the subcontractor's organization.

The Commissioners reserve the right to approve subcontractors for any portion of services required under this RFP and to require the primary Vendor to replace subcontractors found to be unacceptable. The primary Vendor is responsible for adherence by the subcontractor to all provisions of the contract. In addition, the activities performed by all subcontractors must be integrated with operations/location of the primary Vendor, such that the Commissioners perceive a single entity from an operational standpoint.

2.8 Vendor Selection Criteria - Responses to this RFP will be evaluated based upon the following factors:

- < Cost
- < Background of design services for Audio Visual projects

SECTION 3 VENDOR REQUIREMENTS UNDER THIS RFP

3.1 Introduction - The information contained in this section include the minimum specifications to be rendered under this RFP. Once a contract is awarded, any deviation from these minimum requirements must be stated in writing and must be approved in writing by the Boone County Commissioners.

3.2 Basic Services to be Provided Under this RFP:

The successful Vendor will be required to provide but not limited to the following services:

3.2.1 Vendor Profile - Please provide information as listed in section 5.1.

3.2.2 Ability to secure and deliver a solution that meets the requirements listed in section 5.2. The Commissioners will only accept proposals that meet these criteria. Any quotation that does not indicate and explain how it will meet the requirements will not be considered or accepted.

3.2.3 Response – The Response must be clearly marked and received before 3:00 p.m. Friday April 18, 2025.

**The Boone County Commissioners
116 W. Washington Street
Lebanon, IN 46052**

“Audio-Visual Design Services”

SECTION 4 VENDOR RESPONSE

4.1 General Instructions:

The Vendor will be required to provide four (4) copies of the response by 3:00 p.m. on April 18th, 2025, to the following:

**The Boone County Commissioners
116 West Washington Street
Room 103
Lebanon, IN 46052
“Audio Visual Design Services”**

The Vendor will provide information as a part of their response on the following items:

- A list of all personnel to be assigned to this project and their responsibilities relating to the project.
- Any other conditions the Vendor wishes to provide as a part of their response.

4.2 Vendor Response

Company Name _____

Company Address _____

Primary Contact _____ Telephone Number _____

Please provide Company information on separate sheets.

The Vendor should provide a list of all personnel to be assigned to this project and their responsibilities relating to the project.

Provide any other information the Vendor wishes to have considered in response to this RFP.

SECTION 5 INFORMATION

5.1 Vendor Profile - Each Vendor will supply answers to the following questions.

Company Profile	Explanation		
How long has company been in business?			
Annual Sales? 1-5 Million, 5-10, 10-15, 15+?			
Number of offices in Indiana and Nationwide			
Products/services you provide apart from AV Design			
Approximate % of revenue derived from AV Design			
Number of employees			
Product Offerings / Other than Design Services			
Please list all AV software you market			
Please list all hardware lines you market			
Are you factory-trained in all hardware lines?			
If not, please indicate which			
Process			
Please explain your process for completing the project.			
History			
How many AV Design projects have you completed?			
What is your largest AV design project?			
How long have you been designing AV systems?			
Please list 5 representative projects			
Please list pertinent industry awards you have received if any			
	Yes	No	Explanation
All Services (If the firm provides other services beyond design services)			
Do you service/install all components of your designed			
Do you offer on-going on-site service?			
What is your average response time?			
Please name closest service office to proposed install			
How many design engineers are there on staff?			
Customization			
Do you have programmers on staff? How many?			
Have you installed customized software?			
What % of your installations have some customization?			
Training			
Do you have a dedicated systems trainer?			
Do you create customized application manuals?			

5.2 Required Features - Each Vendor's quotation will indicate how their services for design meets the requirements listed below. All software and hardware necessary to meet the requirements must be explicitly listed in the deliverable and must contain costs estimates for that component. A request for quotation (RFQ) or request for proposal (RFP) may be issued at a later date to build out a new Audio-Visual environment in the Connie Lamar conference / meeting room.

5.3 Pricing – The Commissioners may elect to purchase these services for additional rooms / facilities owned by the county. Therefore each Vendor should provide pricing on a per room basis so that the Commissioners can determine which buildings/rooms they may purchase product and services for. The Vendor as a part of their response should also provide preferred billing terms. The decision to look at and provide design for other rooms will be dependent on the desire of the commissioners related to any future plans they may have for a different location for a large meeting / conference room.

5.4 Equipment Location – The Design Vendor will be required before execution of the project to work with County Personnel to ensure proper location of all equipment proposed by the design. The Design Vendor will need to ensure that no dead spots are created in any room that may have been designed for new AV equipment.

5.5 Solution / Deliverable – The County is only accepting a design solution for this project. The hardware-software solution suggested as a part of this design will be obtained at a later date via an RFQ or RFP issued by the Boone County Commissioners. The deliverable by the Design Engineer Vendor should provide a list of proposed hardware / software with estimated costs for each to fulfill the proposed design. The Vendor has to provide information on each item on the "Features List" below. The County has split the requirements into "Initial Needs" and "Future Enhancements." As a part of the deliverable the Vendor needs to identify what products are recoverable and can be moved to a different location if required at a later date. It is also important to provide an estimate of the life cycle for the proposed solution. This information will be used to create a budget for an implementation project via an RFQ or RFP.

5.6 Support and Services – The Vendor should provide an explanation of the Support and Services provided for under this request as a part of their response. This should include any time that might be spent to oversee the future installation of a new audio-visual environment. The cost for these services should be separated in the response provided to the county.

5.7 County Obligation – The County will provide access to any room(s) and have IT personnel available to answer questions about the existing room layout.

5.8 Cost Proposal – The costs for the design project should be provided on an all-inclusive basis. As a part of the design deliverable the engineer should provide a list of hardware-software and other technology components that would accomplish the design with an estimated cost for each so the Commissioners can decide on a budget for the AV environment implementation at a later date. This list should be divided into the two categories "Initial Needs" and "Future Enhancements" as provided for in the "Features List" below. As listed in 5.6 above break out the ongoing support and services cost separately in the response.

Features List
(Must be filled out and returned with the Vendor's Response)

“Initial Needs” required by Boone County				
Boone County Annex – 116 W. Washington St.	Required	Provided	Explanation	Costs
Cameras – Purchase two new PTZ Cameras. One pointing at the podium and one pointing at the Board.	2		List estimated storage requirements at full resolution of specified cameras for 1 hour of recording	
Go to a picture in picture setup where the large portion of the screen is the board, and a small portion is the person at the podium. That is what is displayed to the public. It never changes.				
Replacing the flat mics with wired gooseneck mics.	9			
Allow for Push to Mute capabilities on the microphones.				
Audio in the room –We should be able to speak into the microphone and have it immediately amplified in the room without causing any echo both in the room or remotely.				
Streaming directly to YouTube through their webinar platform. Remote participation from board members is allowed but through a separate Zoom/Teams meeting. Note: Remote participation by the public goes away.				
All presentations must be sent to IT in advance, and they control when they are active on the screens.				
Training for office holders for proper meeting etiquette. We have a lot of individuals that sit back in their chairs and do not speak clearly in their microphones. We have also had issues in the past with people placing binders and laptops in front of or on top of the flat microphones we currently have. The individuals need to understand they are not just sitting there having a conversation with the person next to them.				
Sub- Total				
Support and Services				
Total for the Annex				
				Costs
“Future Enhancements” required by Boone County				
Boone County Annex – 116 W. Washington St.	Required	Provided	Explanation	Costs
Having multiple PTZ cameras. The cameras we	1			

have are quite old and need updated as well. Having a 3 rd camera that is moveable by the sound engineer in the room.				
Replacing the wired mics with wireless mics to gain more flexibility with regards to the room setup.				
Having both lapel and handheld microphones so people can walk around the room with.				
Hearing assistance – We have had several requests for a hearing assistance solution. We spoke to multiple Vendors that have a couple of different ways to manage this.				
Having the ability to vote on the microphones. The microphones have a small touch screen on them that allows the board member to vote from the microphone. It then records the vote on their system and displays it on the screens in the room and for the remote viewers. The sound engineer preloads the agenda into the system and creates voting opportunities for each item.				
Adding desktop monitors for the board that mirrors the information being displayed on the large in-room monitors.				
Videos created that run on a loop before the meeting starts that are quite professional looking. They then turn them off when the meeting starts but it is better than just staring at a black screen at first for the public. They also have the name of the meeting in progress as a banner.				
Have stream decks set up that allows the AV person to set up macro buttons that can control what is going on in the room. This streamlines the process of room control.				
Have a booth/work space where the sound engineer can control everything. We do not currently have any place for that in the Connie Lamar room.				
Sub- Total				
Support and Services				
Total for the Annex				
				Costs