



**Request for Proposal
(RFP)
Spies Public Library
PROFESSIONAL MOVIE SHOWING SPACE/SPACE FOR PRESENTATIONS AND
OTHER GUESTS FOR LIBRARY PROGRAMS**

October 14, 2021

1.0 SUMMARY

1.1 Request for Proposals: Professionals with proven experience and expertise in sound equipment and installation are invited to submit proposals for installation for an A/V Film, Video, and Presentation space at Spies Public Library.

1.1.1 The Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. If there are any questions and/or to schedule a site visit, contact Spies Public Library Director Blair Nelson at (906) 863-2900; or email bnelson@spiespubliclibrary.org.

1.2 Services To Be Performed: The services will consist of the installation of a large projection screen; digital projector; cables and accessories; sound equipment, including: speakers; Blu-Ray player; amp.

2.0 BACKGROUND

2.1 Library's Purpose of the A/V Space is to create a professional space in the library to show movies and educational films; for presentations; for other video programs that involve video, video-gaming, and other programs that make use of the space and its equipment.

3.0 OBJECTIVES AND ENVISIONED SCOPE OF PROJECT

3.1 Objectives: The key objective of this project is to create a professional A/V area in the library for library patrons and the community.

3.2 Envisioned Scope of Project: The City envisions the following minimum scope for the project:

3.2.1 Task 1 – The first task of the project will entail an initial site visit to discuss the schedule and scope of the project as outlined in the proposal.

3.2.2 Task 2 – Perform the work as outlined in the proposal.

3.3 Schedule for Completion: After the contractor is selected and because of the importance of this project, it is our intention to have this project scheduled as soon as possible. Contract scheduling will be an important part of the selection process. **Within your proposal, please state the scheduling availability of your company to complete this project.**

4.0 SUBMITTAL REQUIREMENTS

4.1 General: Please submit one original and one copy (total of two copies) of the proposal in a sealed envelope, no later than 4:00 p.m. **November 4, 2021** to the attention of:

Kathy Brofka
Clerk/Treasurer
City of Menominee
2511 10th Street
Menominee, MI 49858

*** Please follow up the official written submittal with an electronic copy sent to bnelson@spiespubliclibrary.org . Please send the electronic submittal after the bid opening.

In the interest of fairness to all proposing consultants and to facilitate timely review of all the proposals by the Library, proposals received after the scheduled receipt time stated above will not be accepted and will be returned to the sender marked “LATE”. All proposals received on time become the property of the Library and will not be returned.

4.2 Proposal Organization: To facilitate the Library’s objective review of the proposals from different Contractors, the Contractors are requested to organize the main document as follows. If the Contractor wishes to submit additional information in support of or to strengthen the proposal, please provide such information separately in Appendices.

4.2.1 A letter on company letterhead indicating that the proposal represents an offer by the firm to provide services for the stated fee according to the stated

schedule. A Principal of the firm authorized to commit the firm must sign the letter.

4.2.1.1 Cost Proposal: Please provide the cost of the proposed services based on the proposed scope of work.

4.3 Schedule for the Selection Process: The following is the anticipated schedule for the Contractor selection process.

<u>Item</u>	<u>Date</u>
Completed Proposals due to City	Must be received by Kathy Brofka no later than 2:00 PM on November 4, 2021.
Finance Committee Recommendation	November 9, 2021
City Council Awards Contractor	November 15, 2021

The City of Menominee is an Equal Opportunity Provider and Employer

