

Request for Quotes

The Evansville Vanderburgh Public Library (“EVPL”) is seeking quotes from entities for an Audio Visual (A/V) purchase and installation project at EVPL Central, Browning Meeting Room(s). This notification of purchase provides the criteria by which each potential supplier will be measured.

1. Quotes for equipment and installation shall be submitted no later than 4:00 p.m., Monday, March 1, 2021, to the EVPL IT Department of the Evansville Vanderburgh Public Library, 200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713. Proposals arriving after the specified time will not be accepted regardless of the postmark. It is the potential supplier’s responsibility for timely delivery.
2. It is intended the specifications and terms in the proposed quote shall become part of the purchase agreement with the successful vendor.
3. The EVPL reserves the right to independently determine the competency of each proposed quote and is committed to an objective and open selection process. Every proposed quote shall receive an unbiased review, and the EVPL will consider a number of factors when deciding upon the purchase.
4. It is the policy of the EVPL to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, or status as a disabled veteran. All persons or entities proposing quotes must also be in full compliance with these laws, orders, and regulations.
5. The vendor is responsible for meeting the quality and or safety standards, both governmental and private related to the products in these specifications.
6. This solicitation does not commit the EVPL to make an award if all proposed quotes received are determined to be unacceptable or not in the best interest of the EVPL to make an award. The EVPL reserves the right to reject any or all quotes and to waive the informalities and minor irregularities in quotes received.
7. All quotes shall be made without regard to Indiana State Sales & Use Tax and Federal Excise Tax. A sales tax exemption certificate will be issued to the successful proposal.

8. Amendments to this Request for Quote may be necessary prior to the closing date, and will be furnished in the form of written addenda by email to all prospective vendors. Oral communications with any person(s) will not be construed as providing amending data to the specifications, unless converted to the form of written addenda and conveyed to all prospective vendors.
9. Purchase Specifications must include:
 - a. **Wireless mics** for the entire room or separate halves of the room. The EVPL Central Browning Room has the capability of being halved by a retractable wall.
 - b. A **smart touch screen** that is wall mounted in each half of the room. Similar or like the following model: <https://www.viewsonic.com/us/ifp7550-3.html>
 - c. Controllers on the wall to control audio, video, mics, etc., for the room. This should be simple enough for staff and the public to use. It should also be lockable.

Currently there is a podium with a floor box with an HDMI connection and audio connection. The intent is to get all connections off the floor and onto the wall.
 - d. The option for **wireless presentations** in each half of the room, from tablets, laptops, phones, etc.
 - e. The option to have **cameras** mounted in the room to have Zoom/WebEx/Teams or other platforms live stream meetings with multi-camera controller with **recording capability**.
 - f. Ensure current speakers in both halves of the room, plus the projector and screen in Browning B side, are **compatible** and work with the solution presented in this quote.
10. Site inspections are available prior to February 24, 2021 by appointment only. Contact IT Manager Brett Schelhorn at 812-428-8200 ext. 1400, or bretts@evpl.org, to make an appointment to view the EVPL Central Browning Room.
11. All other questions regarding quote proposals should be directed to Brett Schelhorn, IT Manager, no later than February 24, at Evansville Vanderburgh Public Library, 200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713; 812-428-8200 ext. 1400; or, bretts@evpl.org.