



## **REQUEST FOR PROPOSAL: Audio Visual Design and Installation at Emergency Operations Center for the Department of Emergency Management**

### **INTRODUCTION**

Skagit County is requesting proposals for Audio Visual design and installation services for our Emergency Operations Center (Richeson Rooms) as well as a “breakout” room in the Department of Emergency Management offices. Integrated modern tech systems like docking stations for employee laptops, and a more robust platform for virtual meetings, including improved video and audio system. These advancements will enable Unified Command to access timely and accurate information, improve communication, and reduce EOC setup time. This installation will require payment of Prevailing wages and insurance provided upon contract signing. This solution will also include ongoing support and maintenance of the installed system. The total budget for this project is listed as \$150,000. There will be an opportunity for a non-mandatory project walk through the facility on Monday, July 28<sup>th</sup>, 2025 from 1:00-2:30pm PST. Skagit County Department of Emergency Management is located at 2911 E. College Way, Mount Vernon, WA, 98273. There will not be virtual meeting project walk through option, nor will the project walk-through be recorded for review at a later date. Any questions can be asked at that time, all questions and answers submitted at the walk through or otherwise will be posted on the Skagit County website [skagitcounty.net](http://skagitcounty.net).

The Audio-Visual system and equipment must operate on a dedicated network system outside of Skagit County’s network infrastructure. Requested improvements for Richeson Room include:

- Four (4) wall-mounted 65” Wi-Fi enabled monitors that can be used individually or combined to form one large screen on the wall.
- A large LED display approximately 100” in size
- Equipment for multi-angle video conferencing, including multiple cameras, ceiling microphones, and podium microphones.

- Ability for any Bluetooth accessible laptop to cast to wall mounted monitors
- At least one interactive touch monitor
- All accessories or connective cabling necessary for cohesive and integrated use of A/V equipment
- Installation, labor, in person training on equipment and written instructions for use

#### EOC Breakout room

- 2 video display monitors capable of receiving casted content, at a size proportional to the room. Estimated 65”
- Ability for at least one of the monitors to be a mirror of at least one monitor in the Richeson Room.
- Conferencing abilities to include at least one camera that captures the room also including a soundbar.
- Installation, labor, in person training on equipment and written instructions for use.

#### Project Expectations:

- Audio-Visual equipment and technology must be user friendly; this will be determined by the amount and quality of instructions and training provided. Monitors should operate both independently and as a unified display, the camera and spatial audio systems shall enhance virtual communication, and the entire setup should be easy to start and connect, intuitive to use, and requires minimal effort for users of all technical backgrounds to understand and interact with, ensuring seamless integration for all users.
- Any previously installed A/V equipment will be evaluated for potential use in the new A/V design and used if compatible and has at least 5 years of useful life remaining.
- Anything that penetrates the roof must be preapproved by Skagit County Facilities
- Vendor cannot add any additional in-floor electrical or data ports. The new system must be able to operate on the existing electrical and data ports.
- Must adapt to high ceilings and existing drop lighting.

Acceptance of any response to the RFP should not be construed as a contract nor shall it indicate

any commitment on the part of Skagit County for any future action. The awarding of the RFP is not complete until successful contract negotiations have taken place, and an agreement is signed by both parties.

The RFP does not commit Skagit County to pay for any costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a formal agreement.

Skagit County does not represent that any proposal will be implemented, or that any individual respondent will be the party contracted with. In the event Skagit County selects a respondent's proposal, implementation of the proposal will be through separate written agreement.

#### **CONFIDENTIALITY OF RECORDS**

All records and information submitted as part of a proposal shall be deemed the property of Skagit County and a public record. Do not submit any information or documents that you deem to be confidential or proprietary.

#### **RESPONSIBLE BIDDER REQUIREMENTS**

The following conditions must be met to be considered a responsible bidder. Those who do not meet Responsible Bidder requirements will not be taken into consideration for this project:

- Have a current Washington State unified business identifier number
- Meet minimum insurance coverage requirements as outlined in Attachment "A" Vendor Services Agreement
- A Security Employment Department number
- In order to perform public work, the Responsible Bidder and Subcontractor(s), prior to Contract award, shall hold or obtain such licenses and registrations as required by State Statutes and Codes, and Federal and local laws and regulations and applicable city business license

#### **REQUIRED PROPOSAL CONTENT**

All proposals are to include the following required information:

- Design of proposed AV options Design and installation need to be completed by October 13<sup>th</sup>, 2025.
- All listed hardware and software including manufacturer part numbers

- Response times for routine maintenance
  - i) Repairs and maintenance response will be scheduled within 24 hours
  - ii) Emergency repairs need to have a 1-hour response on-site.
- Options for training the County staff on the product/solution.
- Specifications and configurations required to support the proposed system, including specifications for all software components required for the system, but not provided as part of the proposal. In other words, hardware and software requirements for County workstations and network configuration.
- Cost of the product: list one time startup costs and recurring license fees or other costs.
- Any required contract terms or license agreement, see Attachment “A” for Vendor Services agreement which includes required insurance and prevailing wage conditions.

### **CONDITIONS OF WORK**

Final agreement(s) must be reviewed and approved by the County Attorney’s office. Vendor will be responsible for all licenses, permits, fees and taxes associated with the system installation.

All hardware, network, and software installation and configuration must be performed in cooperation with County Central Services Department.

The implementation must be accomplished in a manner that minimizes the disruption of County business.

### **CONTRACTUAL OBLIGATIONS**

The successful vendor will be required to enter into a written agreement with the Skagit County in which the vendor will undertake certain obligations as documented in Attachment “A”, Vendor Services Agreement.

### **EVALUATION OF PROPOSALS**

Evaluation of submitted proposals will be based on the bulleted Evaluation Criteria listed below. Skagit County retains the option to request additional information regarding any of the submitted proposals including any desired demonstrations. The award will be made to the responsible bidder whose proposal is most advantageous to the County with price and

other factors considered. The County may reject all proposals.

Evaluation Criteria will be as follows:

Exceeds expectations  
Meets expectations  
Does not meet requirements

- Overall functionality of the proposed software/ solution based on the desired functionality listed in the “Introduction” paragraph of this document. This is the most significant factor in evaluating the submitted proposals.
- Response times for emergency repairs
- Degree to which the proposed system is compatible with existing information technology infrastructure at the Skagit County.
- Degree to which the proposed system is user friendly and easily maintained by County staff.
- Cost of the software/solution

### **PROJECT CONTACT**

Questions about the project may be directed to:

Greg Camp  
Central Services Procurement & Contract Coordinator  
1700 East College Way  
Mount Vernon, WA 98232  
[rfp@co.skagit.wa.us](mailto:rfp@co.skagit.wa.us)

### **DELIVERY OF PROPOSAL**

Each proposal must be received by the date and time set for closing receipt of offers. RFP is due no later than 3:30pm PDT August 6th, 2025 electronically to [rfpproposal@co.skagit.wa.us](mailto:rfpproposal@co.skagit.wa.us) with the email subject line “**Audio Visual Design and Installation at Emergency Operations Center for the Department of Emergency Management**”. Vendors may submit questions to [rfp@co.skagit.wa.us](mailto:rfp@co.skagit.wa.us), deadline for questions is July 30<sup>th</sup>, 2025 by 3:30pm PDT. Vendor questions and answers will be made available to review at <https://www.skagitcounty.net/Departments/Rfp/>

### **LATE PROPOSALS WILL NOT BE ACCEPTED.**

All accepted proposals and accompanying documentation will become the property of the Skagit County and may not be returned. Vendors should be aware that because of Public Records Laws, we may not be able to hold information you provide in your responses as confidential.

Language inserted into a response by any vendor attempting to protect information as

confidential should be aware that confidentiality will be enforced to the extent allowed by Washington State Public Records laws.

Skagit County assumes no responsibility for delays caused by any delivery service. Receipt of vendor response by Skagit County must not exceed the date and time stated above.

#### **ACCEPTANCE**

Submission of any proposal indicates acceptance of the conditions contained in the RFP.

## Attachment "A"

### VENDOR SERVICES AGREEMENT

Skagit County, through the Department of \_\_\_\_\_ (hereinafter referred to as County) and \_\_\_\_\_ (hereinafter referred to as Contractor), for and in consideration of the mutual benefits do hereby agree as follows:

1. Contractor will provide the following service/products at such time and in such manner as described in "**Exhibit A**".
2. County will compensate Contractor a maximum of \_\_\_\_\_, chargeable to GL expenditure code(s) # \_\_\_\_\_, and others as may be necessary.
3. The parties agree that Contractor is an independent contractor, and not an employee nor agent of Skagit County. Contractor hereby agrees not to make any representations to any third party, nor to allow such third party to remain under the misimpression that Contractor is an employee of Skagit County. All payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent contractor. Contractor will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph. Further the Contractor represents that all employees and sub-contractors are covered under Industrial Insurance in compliance with R.C.W. Title 51.
4. **Defense & Indemnity Agreement:**  
The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, its subcontractors, its elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
5. This Contract shall commence on \_\_\_\_\_ and continue until either party terminates by giving 30 days' notice in writing either personally delivered or mailed postage prepaid by certified mail, return receipt requested to the party's last known address, but in no event shall the contract continue for more than one year from date of execution.
6. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same without prior written County consent.
7. The Contractor will secure, at his own expense, all personnel required in performing said services under this Contract. Contractor shall be personally liable for applicable payroll, labor and industries premiums and all applicable taxes and shall hold County harmless therefrom.

## Attachment "A"

8. The Contractor shall provide proof of insurance for general comprehensive liability in the amount of \$1,000,000 to cover Contractor's activities during the term of this Contract. Proof of insurance shall be in a form acceptable and approved by the County. A certificate of insurance naming the County, its elected officials, and employees as additional insured's and naming the County as a certificate holder shall accompany this Contract for signing. Thirty (30) days' written notice to the County of cancellation of the insurance policy is required. No contract shall form until and unless a copy of the certificate of insurance, in the amount required, is attached hereto as set forth in "**Exhibit "B"**". The contractors insurance shall be primary. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractors insurance and shall not contribute to it.

9. Prevailing Wages:

Contractor and subcontractor shall submit a "Statement of Intent to Pay Prevailing Wages" prior to submitting first application for payment. Each statement of intent to pay prevailing wages must be approved by the Industrial Statistician of the Department of Labor and Industries before it is submitted to the County. Unless otherwise authorized by the Department of Labor and Industries, each voucher claim submitted by a Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the pre-filed statement or statements of Intent to Pay Prevailing Wages on file with the public agency.

10. Termination for Public Convenience:

The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion that such termination is in the best interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County. If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the County in the event this provision applies.



## Attachment "A"

CONTRACTOR:

\_\_\_\_\_  
Signature & Title of Signatory  
(Date \_\_\_\_\_)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fed. Tax ID # \_\_\_\_\_

Contractor Lic. #. \_\_\_\_\_

## Attachment "A"

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

### BOARD OF COUNTY COMMISSIONERS SKAGIT COUNTY, WASHINGTON

\_\_\_\_\_  
Lisa Janicki, Chair

\_\_\_\_\_  
Ron Wesen, Commissioner

\_\_\_\_\_  
Peter Browning, Commissioner

Attest:

\_\_\_\_\_  
Clerk of the Board

For contracts under \$5,000:  
Authorization per Resolution R20030146

Recommended:

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Department Head

Approved as to form:

\_\_\_\_\_  
Civil Deputy Prosecuting Attorney

Approved as to indemnification:

\_\_\_\_\_  
Risk Manager

Approved as to budget:

\_\_\_\_\_  
Budget & Finance Director  
\_\_\_\_\_

**Attachment “A”**

**EXHIBIT "A"**

**SCOPE OF SERVICES**

SAMPLE

## Attachment "A"

### EXHIBIT "B"

#### PROOF OF INSURANCE

The Contractor shall provide proof of insurance for Commercial General Liability or Professional Liability in the amount of \$1,000,000.00 to cover Contractor's activities during the term of this Contract. Proof of insurance shall be in a form acceptable and approved by the County. Contractors insurance shall be primary.

The type of insurance required by this Agreement is marked below.

- ☐ 1) Commercial General Liability Insurance  
Certificate Holder – Skagit County  
**The Certificate must name the County as additional insured:  
Skagit County, its elected officials, officers and employees  
are named as additional insured.**  
Thirty (30) days written notice to the County of cancellation  
of the insurance policy.
- ☐ 2) Professional Liability  
Certificate Holder – Skagit County  
Thirty (30) days written notice to the County of cancellation  
of the insurance policy

NOTE: No contract shall form until and unless a copy of the Certificate of Insurance, properly completed and in the amount required, is attached hereto.

- ☐ 3) Insurance is waived

Date: \_\_\_\_\_  
Risk Manager