

<b>PROCUREMENT:</b>  <b>Albany Public Library</b>  Washington Avenue Branch Large Auditorium Audio/Visual System	<b>PROCUREMENT NUMBER:</b>  2021-1
	<b>RELEASE DATE:</b>  November <u>10</u> , 2021
	<b>DUE DATE/TIME:</b>  December 1, 2021 at 4:30 p.m.

*The Albany Public Library (the “Library”) reserves the right to postpone, withdraw, discontinue or cancel this RFB at any time and for any reason, and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Receipt of bid materials by the Library or submission of a bid to the Library confers no rights upon the bidder nor obligates the Library in any manner. The Library reserves the right to waive non-material irregularities in bids, if such action is in its best interest. Any such waiver shall not modify remaining RFB requirements or excuse the proposer from full compliance with the RFB specifications and other contract requirements if the proposer is awarded the contract.*

<b>TIMETABLE OF KEY EVENTS</b>	
RFB Release Date	November 10, 2021
Pre-Bid Inspections	Available on 11/16 at 2:00p.m. and 11/19 at 11:00a.m. Contact: Jimpson Pell at <a href="mailto:pellj@albanypubliclibrary.org">pellj@albanypubliclibrary.org</a>
Deadline for Submission of Bidder Questions	November 24, 2021
Issuance of Response to Bidder Questions	November 26, 2021
<b>DEADLINE FOR SUBMISSION OF BIDS / BID OPENING</b>	<b>December 1, 2021 by 4:30 p.m.</b>
Anticipated Notification of Proposed Award	December 15 <sup>th</sup> , 2021
Anticipated Commencement of Project Services	ASAP after Award

LEGAL NOTICE  
**REQUEST FOR BIDS**

*Albany Public Library*  
Washington Avenue Branch  
Large Auditorium  
Audio/Visual System, RFB 2021-1

THE ALBANY PUBLIC LIBRARY (the “Library”) is accepting bids from qualified vendors to create an Audio/Visual system for the Large Auditorium space at its Washington Avenue Branch, located at 161 Washington Ave. Albany, NY 12210. Bids shall cover all labor and materials to perform services in conformity with this Request for Bids (RFB).

All proposals must be delivered in a sealed envelope/package and marked “*BID: RFB 2021-1, Washington Avenue Library Auditorium Audio/Visual System*” no later than **4:30 p.m. on December 1, 2021** to the following address:

Mary Coon, Project Coordinator  
161 Washington Avenue  
Albany, New York 12210

Woman and minority owned businesses are encouraged to submit proposals. The Library is an Equal Employment Opportunity/Affirmative Action employer.

The Library reserves the right to reject any and all proposals, and to accept any bid or bids as submitted, or as modified, which in the opinion of the Library is in the best interest of the Library.

Dated: November 10, 2021

Albany Public Library  
161 Washington Avenue  
Albany, New York 12210

*Albany Public Library*  
Washington Avenue Branch  
Large Auditorium  
Audio/Visual System, RFB 2021-1

***This Request for Bid does not commit the Library to awarding a Contract. The Library reserves the right to withdraw and/or amend the RFB and to alter the deadline for submission of proposals.***

**PURPOSE**

The Library is seeking design and installation of an audio/visual system for the Large Auditorium Space at the Washington Avenue Branch, located at 161 Washington Ave. Albany, New York 12210 from a qualified vendor. All work must be completed within stated timelines.

The purpose of this RFB is to solicit sealed all-inclusive bids from qualified vendors to design and create the audio/visual system as set forth in the Scope of Services within the timelines established.

**GENERAL COMMENTS**

Under no circumstances will the Library be liable for any costs incurred in preparation and/or production of a bid nor for any work performed prior to the Library's written authorization to proceed on the contract.

The firm selected should be independent and not have any interest that would constitute a conflict of interest involving the Board of Trustees or Library employees. The firm will be required to disclose any pre-existing relationship with the afore-named individuals and organizations using the attached form.

The firm shall not discriminate in its hiring practices against any employee or applicant because of age, race, religion, color, gender, sexual orientation, disability, marital status, or national origin or other legally protected characteristic; and be able to demonstrate compliance with affirmative action programs.

No communication should be had with the Board of Trustees or Library employees concerning this solicitation in any manner other than by written inquiry to [coonm@albanypubliclibrary.org](mailto:coonm@albanypubliclibrary.org).

**CLARIFICATION OF PROPOSALS**

Prior to contract award, the Library may contact the bidder for clarification of any portion of its proposal.

**ADDENDA**

The Library may modify the RFB prior to the date fixed for submission of proposals. It will be the bidders responsibility to ensure it has reviewed any addenda issued prior to submitting a bid.

## PROPOSAL DEADLINE

Bids must be received by the Library no later than the deadline stated in the timetable above. BIDS WILL BE OPENED AT THAT TIME and any bid received after this time will not be considered and may be rejected or returned to the bidder. The Library reserves the right to postpone the proposal deadline for any reason.

**The Library will host pre-bid inspections of the space on November 16 at 2:00p.m. and November 19 at 11:00 a.m. Please contact Jimpson Pell at [pelli@albanypubliclibrary.org](mailto:pelli@albanypubliclibrary.org) to make arrangements to attend one of these inspections.**

## DISCLAIMERS

The Library reserves the right to withdraw this RFB at any time and for any reason, and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Receipt of bid materials by the Library or submission of a bid to the Library confers no rights upon the offer nor obligates the Library in any manner. The Library reserves the right to waive non-material irregularities in proposals, if such action is in the best interest of the Library. Any such waiver shall not modify remaining RFB requirements or excuse the offer from full compliance with the RFB specifications and other contract requirements if the offer is awarded the contract.

## ERRORS IN THE RFB

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFB, the bidder should immediately provide the Library with written notice of the problem and request that the RFB be clarified or modified. Without disclosing the source of the request, the Library may modify the document prior to the date fixed for submission of proposals by issuing an addendum and advising all those to whom the RFB was provided.

If, prior to the date fixed for submissions, a bidder knows of or should have known of an error in the RFB but fails to notify the Library of the error, the bidder shall bid at its own risk, and if, awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

## QUESTIONS REGARDING THE RFB

Questions regarding this solicitation should be sent to [coonm@albanypubliclibrary.org](mailto:coonm@albanypubliclibrary.org). All inquiries should include the title and number of the solicitation in the subject line. No communication should be had with the Library, its employees, agents or assigns concerning this solicitation in any other manner than by written inquiry to this email address.

Unauthorized direct or indirect contact/communication with any Library personnel may be cause for rejection of a bid and/or disqualification of a bidder.

## NOTIFICATION TO FIRMS SUBMITTING BIDS

Firms whose bids have not been selected for award will be notified electronically at the email address provided in their bid package.

## REJECTION OF BIDS

The Library reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All bids will be reviewed for completeness. If a bid fails to meet material requirements of the RFB, if it is incomplete, or contains irregularities, the bid may be rejected.

Material deviations may cause a bid to be rejected. The Library may or may not waive an immaterial deviation in a bid. The Library's waiver of an immaterial deviation will in no way modify the RFB or excuse a bidder from full compliance with the RFB requirements. A deviation is "material" if it is not in substantial accord with RFB requirements.

Bids containing false or misleading statements may be rejected if in the Library's opinion the information was intended to mislead the Library regarding a requirement of the RFB.

## WITHDRAWAL AND RESUBMISSION/MODIFICATION OF BIDS

A bid may be withdrawn at any time prior to the deadline for submitting bids by notifying the Library in writing of its withdrawal. The notice must be signed by the Bidder, who may thereafter submit a new or modified bid, provided that it is submitted to the Library no later than the deadline. Modifications offered in any other manner, oral or written, will not be considered. Bids cannot be changed or withdrawn after the deadline.

## NOTICE

Where written notice is required in this RFB, the notice must be sent by both U.S. mail and by electronic mail, unless otherwise specified by the Library.

Notice to the Library shall be to:

Mary Coon, Project Coordinator  
161 Washington Avenue  
Albany, New York 12210  
[Coonm@albanypubliclibrary.com](mailto:Coonm@albanypubliclibrary.com)

Notice to the bidder shall be to the person signing the Bid Proposal.

## PUBLICITY

No bidder shall issue any public announcements concerning the Library or this RFB without the prior written consent of the Library. News releases pertaining to the award of any contract resulting from the procurement may not be made without the prior written approval of the Library.

## USE AND RELEASE OF BIDDER SUBMISSIONS

All materials submitted by the Bidder become the property of the Library and will not be returned to the bidder. One copy of each bid will be retained for the Library's official files.

## BID SUBMISSION FORMAT

Bids **MUST BE SUBMITTED** in a sealed envelope. Each sealed envelope must be affixed with

a label on the outside containing the following information:

- “RFB Number 2021-1”
- “Washington Avenue Library Large Auditorium Audio/Visual System”
- Bidder name
- Bidder senior officer responsible for the bid
- Bidder address and contact information, including email address

All bids must be sent to the following address by First Class Mail, Overnight Delivery, Hand Delivery, or Express Mail Service and may not be submitted by email or facsimile. All means of delivery must be addressed to:

Mary Coon, Project Coordinator  
161 Washington Avenue  
Albany, New York 12210

Bids must contain all required information. Bids which fail to address the format requirements above may be deemed non-responsive and not considered further.

Bids or any portions thereof received after the deadline will not be accepted and may be returned unopened to the individual/firm.

#### **BID CONTENT AND ORGANIZATION**

The bid should include a completed and signed bid cost form (attached hereto as EXHIBIT “A”). The signature must be made by a person able to contractually bind the firm to the bid cost. Appended to the Bid Cost Form shall also be fully completed and executed originals of:

- EXHIBIT B: Conflict of Interest Disclosure Statement
- EXHIBIT C: Non-Collusive Bidding Certification
- EXHIBIT D: Resolution Authorizing Signatures (Corporate Bidders Only)
- EXHIBIT E: Iranian Energy Sector Divestment

Please ensure all Required Materials (See, Page 8) are included.

#### **BID EVALUATION**

The bid will be awarded to the lowest, responsible, responsive bidder.

#### **FREEDOM OF INFORMATION LAW**

The Library is required to comply with the New York State Freedom of Information Law (Public Officer’s Law article 6). Should any member of the public request a copy of a bid, the Library will review the request and may disclose the requested bid in whole or in part. If a bidder believes that its bid or any portion thereof should be exempt from disclosure, it is incumbent that the bidder identifies, AT THE TIME OF ITS BID SUBMISSION, each page of the bid for which exemption will be claimed. The bidder may indicate same with the words “Confidential”, “Proprietary”, or “Trade Secret” written or stamped on the page. Notwithstanding such designation, the Library reserves the right and authority to make all final decisions regarding

whether and to what extent any bid will be disclosed in response to a FOIL request and shall not be bound by a Proposer's designation of any portion of a bid as exempt from disclosure under FOIL.

#### **BILLING**

The selected bidder will be required to submit their itemized invoices for work performed along with their deliverables. The invoices should be sent to:

Albany Public Library  
161 Washington Avenue  
Albany, New York 12210

## SCHEDULE 1: SPECIFICATIONS

This RFP solicits offers from qualified audio/visual service providers to provide proposals for an audio/visual system for the Large Auditorium Space at the Washington Avenue Branch. The room has a dimension of (34.5 ft) wide by (54 ft) long Height approximately 14') and is rated for a maximum occupancy of (129). Required aspects of the project should include (but are not exclusively limited to) the following:

- Projector and fixed screen system
- Speakers - surround sound with subwoofer capable of accommodating a wide range of presentations from individual through multiple presenters, acoustic music performances, movies and video presentations
- Microphones, including wired and wireless handhelds, wireless lavaliers, wireless headsets, and tabletop goosenecks
- Bluetooth capabilities with speaker system
- Podium with integrated controls for both audio and visual components
- Video camera system to allow for both recording and live streaming of events and presentations
- The ability to move equipment to new space/building in the future should we make organizational modifications
- Any equipment to be utilized in the bid that is available on the NYS Contract must be included in the overall bid price at or below the State Contract pricing
- Bidders may not reuse an existing APL-owned equipment and, therefore, shall not include such equipment in their overall bid. If a bidder believes a piece of APL-owned equipment can be reused, they may, for informational purposes only, list the equipment separately on the bid form and indicate the amount of credit that they would give the Library if the Library chose to reuse the equipment
  
- Optional/Additional equipment (Bid as an “ADD” Alternate price)
  - Hearing Loop system for the hearing impaired



MATERIALS REQUIRED TO BE SUBMITTED WITH BID SUBMISSIONS:

Bidders must submit the following with their bids:

1. Brief statement of the skills and experience of the vendor with audio/visual system installations, including any past experience working with libraries or similar institutions.
2. A list of three (3) current clients as references, including contact name, title, address, phone, and email address (see form provided as Exhibit F).
3. A proposed schedule for the project.
4. Completed and signed:

EXHIBIT A: Bid Form

EXHIBIT B: Conflict of Interest Disclosure Statement

EXHIBIT C: Non-Collusive Bidding Certification

EXHIBIT D: Resolution Authorizing Signatures (Corporate Bidders Only)

EXHIBIT E: Iranian Energy Sector Divestment

EXHIBIT F: References

EXHIBIT A: BID FORM

**ALL-INCLUSIVE, NOT-TO-EXCEED PRICE**

Total fee for the specified deliverables and services. This bid is binding on the bidder.

Service	Total Cost
Audio/Visual System	
ADD Alternate: Hearing Loop System	

APL Owned Equipment that could be reused:

Credit from Bidder:

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Submitted by:

\_\_\_\_\_  
Bidding Firm's Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned affirms that he/she has authority to bind the firm to the cost bid amount.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

EXHIBIT B: CONFLICT OF INTEREST DISCLOSURE STATEMENT

PLEASE SIGN A OR B

A. I do not have any affiliations or financial interests with any segment of the Library, or any employee, board member or elected official.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

B. I have an affiliation or financial interest with the Library or any employee, board member or elected official. The affiliation or financial interest is as follows (please be specific):

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

EXHIBIT C: NON-COLLUSIVE BIDDING CERTIFICATION

(MUST BE SIGNED BEFORE A NOTARY PUBLIC)

Required by Section 103(d) of the NYS General Municipal Law

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

[1] The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;

[2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and

[3] No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FOREGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

*IF BIDDER(S) (IS/ARE) A SOLE PRACTITIONER, A PARTNERSHIP OR A LIMITED LIABILITY COMPANY, COMPLETE THE FOLLOWING:*

NAMES OF PARTNERS

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*IF BIDDER(S) (IS/ARE) A CORPORATION(S), COMPLETE THE FOLLOWING:*

NAME

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

FIRM IDENTIFYING INFORMATION

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

Subscribed to under penalty of perjury under the laws of the State of \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the act and deed of said individual,  
corporation or partnership.

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

EXHIBIT D: RESOLUTION AUTHORIZING SIGNATURES  
(FOR CORPORATE BIDDERS ONLY)

Attention Bidder: If your company is incorporated, this form must be signed  
before a notary public.

RESOLVED that \_\_\_\_\_ is  
(Name of Corporation)  
authorized to sign and submit the bid or proposal of this corporation for the following project:

\_\_\_\_\_ and to include in such bid the certificate as to non-collusion required by Section 103-d of the  
General Municipal Law as the act and deed of such corporation, and for any inaccuracies or  
misstatements in such certificate this corporate bidder shall be liable under penalties and perjury.

The foregoing is a true and correct copy of the resolution adopted by  
\_\_\_\_\_ Corporation at a  
meeting of its Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Secretary)

(SEAL)

Subscribed to under penalty of perjury under the laws of the State of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the act and deed of said individual,  
corporation or partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

EXHIBIT E: IRANIAN ENERGY SECTOR DIVESTMENT

Certification Pursuant to Section 103-g of the New York State General Municipal Law

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.

B. A Bid shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification set forth in Paragraph A above, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, may award a bid, on a case by case business under the following circumstances:

1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## EXHIBIT F: REFERENCES

List three (3) current clients as references. Include names, addresses, email, and phone numbers of the person most familiar with your services.

Bidder Name: \_\_\_\_\_

<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	