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**CITY OF SEYMOUR, JACKSON COUNTY, INDIANA**  
**REQUEST FOR PROPOSAL (“RFP”) FOR CITY HALL AUDIO/RECORDING**  
**SYSTEM UPGRADE SERVICES**

**ISSUED: May 2, 2023**

**RESPONSES DUE: May 31, 2023**

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Prepared by:

**City of Seymour**  
**301-309 N. Chestnut Street**  
**Seymour, Indiana 47274**

Request for Proposal (RFP)— City Hall Audio/Recording System Upgrade Services  
The City of Seymour is accepting emailed proposals from qualified companies to provide audio/recording system upgrade services.

Emailed RFP submittals are due not later than May 31, 2023 at noon (local) to:

January Rutherford, Information Specialist  
City of Seymour—Mayor’s Office  
[jrutherford@seymourin.org](mailto:jrutherford@seymourin.org)

Emails shall be clearly marked in the subject line as “Proposal for Seymour City Hall Audio/Recording System Upgrade Services”

A recommendation will be submitted to the City of Seymour Board of Public Works and Safety at the regular meeting on June 8, 2023, 11:00 a.m.

## **I. PURPOSE & OBJECTIVES**

The purpose of the RFP is to obtain proposals from qualified IT and/or AV companies (“Company”) interested in contracting with the City of Seymour (the “City”) to provide desired services as outlined in this RFP.

The City has identified project objectives, which include:

- Updating sound system in City Hall’s Council Chambers, including microphones and speakers.
- Updating audio recording equipment in City Hall’s Council Chambers

## **II. PROJECT SPECIFICATIONS**

**Project Site:** Seymour City Hall, Council Chambers: 301-309 N. Chestnut St., Seymour, Indiana 47274.

**Scope of Services:** Company will be responsible for meeting with City personnel to discuss needs regarding audio and recording system capabilities in City Hall’s Council Chambers. Company will be responsible for making desired updates to the Council Chambers sound and recording system(s). Company must be capable of performing services within a budget, to be established and agreed upon at a future date.

## **III. RFP TIMELINE**

### **A. Negotiations**

Following receipt of RFP responses, the City reserves the right to conduct discussions with one or more Companies to clarify the Companies’ understanding of and responsiveness to the solicitation requirements. Eligible Companies must be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of proposals.

### **B. City’s Reserved Rights**

The City reserves, at all times in connection with this procurement, all rights available to it under applicable law, including without limitation, with or without cause and with or without notice, the right to the following: (i) terminate this RFP in whole or in part prior to the execution of an Agreement, (ii) issue a subsequent RFP after the withdrawal of this RFP for the Project or any part of the Project, (iii) reject any and all RFP Responses, (iv) terminate, suspend, or elect not to proceed in negotiations with Company at any time, and (v) waive any deficiencies, nonconformities, irregularities, and/or apparent clerical mistakes in an RFP Response, all in accordance with applicable law. The issuance of this RFP does not commit or bind the City to enter into a contract or to proceed with the procurement process. Unless otherwise stated herein, the City assumes no obligations, responsibilities, or liabilities to reimburse all or part of the costs incurred by parties responding to this RFP, which shall be borne solely and exclusively by each Company.

**C. Anticipated RFP Schedule**

RFP Issued	May 2, 2023
Deadline for Questions Regarding the RFP	May 12, 2023
Deadline for City’s Response to Questions	May 19, 2023
RFP Responses Due	May 31, 2023
City Makes Recommendation to the Board of Works	June 8, 2023

**This schedule is for illustration purposes only and SHOULD NOT be construed as binding; except that all RFP Responses shall be submitted to the City by of before May 31, 2023.**

**IV. SOLICITATION & RFP REQUIREMENTS**

**A. Submission Deadline**

RFP Responses must be received by the City at the email address provided below by 12:00 p.m. local time (the “Submission Deadline”). Only complete RFP Responses delivered on or before the Submission Deadline will be accepted by the City. RFP Responses delivered after the Submission Deadline will be automatically rejected and returned unopened to the Offeror.

**B. Delivery of Response**

All RFP Responses shall be delivered to the following person (“Contact”):  
January Rutherford, City Information Specialist  
[jrutherford@seymourin.org](mailto:jrutherford@seymourin.org)

**C. Questions and Requests for Clarification**

All communication and requests for information and clarifications shall be made via e-mail correspondence to [jrutherford@seymourin.org](mailto:jrutherford@seymourin.org).

**V. FORMAT AND CONTENT OF RFP RESPONSE**

**A. Company Profile**

Respondents to this RFP shall include the following minimum information in their proposal:

- General qualifications
- Specific qualifications—special and unique qualifications as they relate to this project, including but not limited to sound and recording system installation.
- Staff qualifications—key personnel and the role of each key staff member in the project
- Previous experience. Two (2) most similar projects, estimate construction cost, client and client contact information.

**B. Proposal Response**

Respondents to this RFP shall include the following minimum information in their proposal:

- How engineer/architect will organize and perform the work described in the Scope of Services. Sub-consultants and the services they will provide to be listed here.
- Project Schedule and expectations/obligations of the City to complete the scope of work.
- Provide a fee proposal including all meetings needed and all reimbursable costs.
- Provide a description of any possible additional related costs and/or fees that the City might incur as a result of the scope of work listed in this RFP.

Site visits can be scheduled, by appointment only. To schedule, contact January Rutherford via email at [jrutherford@seymourin.org](mailto:jrutherford@seymourin.org).

Any questions concerning this RFP must be submitted via email on or before May 12, 2023 at noon local time to: January Rutherford [jrutherford@seymourin.org](mailto:jrutherford@seymourin.org)

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January Rutherford, Information Specialist

City of Seymour—Mayor's Office

[jrutherford@seymourin.org](mailto:jrutherford@seymourin.org)

Emails shall be clearly marked in the subject line as "Proposal for Seymour City Hall Audio/Recording System Upgrade Services."

A recommendation will be submitted to the City of Seymour Board of Public Works and Safety at the regular meeting on June 8, 2023, 11:00 a.m.

Proposals received after the date and time specified will be disregarded by the City.