



**STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL
RELATIONS (DLIR)**

RELEASE DATE: December 16, 2024

**REQUEST FOR QUOTE
NO. RFQ-24-001-EDP**

**CONTRACTUAL SERVICES FOR INSTALLATION OF AUDIO-
VISUAL EQUIPMENT FOR THE DLIR WEB CONFERENCE
ROOMS (RM 310-313-314)**

WILL BE POSTED BY 12 NOON (HST), ON DECEMBER 20, 2024

VIA HIEPRO

**DIRECT QUESTIONS RELATING TO THIS SOLICITATION SHALL BE TO:
TRI PHAM
EMAIL: TRI.C.PHAM@HAWAII.GOV**

TABLE OF CONTENTS

		<u>PAGE</u>
SECTION ONE	Introduction, Terms, Acronyms, and Key Dates	3
SECTION TWO	Project Overview and Scope of Work	5
SECTION THREE	Attachments	9
	Attachment A: DLIR Conference Room Diagram	10

SECTION ONE

INTRODUCTION, TERMS, ACRONYMS, AND KEY DATES

1.1 INTRODUCTION

The State Procurement Office (SPO) is requesting quotes for the State of Hawaii (SOH) Department of Labor & Industrial Relations (DLIR) Electronic Data Processing Systems Office (EDPSO) Web Conference Rooms (rm 310-313-314). The purpose of this engagement is to purchase, install, test, train, and document a multimedia solution which includes an audio and visual projection system(s) for the DLIR Conference Rooms.

1.2 CANCELLATION

The Request for Request for Quote (RFQ) may be cancelled and any or all proposals rejected in whole or in part, without liability to the State, when it is determined to be in the best interest of the State. The contract resulting from this RFQ shall be paid with funds received by DLIR. In the event funds are insufficient, this RFQ will be cancelled.

1.3 TERMS AND ACRONYMS USED THROUGHOUT THIS SOLICITATION

ACRONYM/TERM	DESCRIPTION
AV	Audio Visual
DLIR	Department of Labor & Industrial Relations
EDPSO	Electronic Data Processing Systems Office
HCE	Hawaii Compliance Express – 103D-310 (c), HRS
IP	Internet Protocol
RFQ	Request for Quote
SOH	State of Hawaii
SPO	State Procurement Office
TAA	Trade Agreement Act
SOH	State of Hawaii
DLIR	Department of Labor & Industrial Relations
EDPSO	Electronic Data Processing Systems Office
TAA	Trade Agreement Act
AV	Audio Visual
IP	Internet Protocol
RFQ	Request for Quote
SPO	State Procurement Office
HCE	Hawaii Compliance Express – 103D-310 (c), HRS

1.4 CONTRACT PERIOD, EXECUTION, AND WORK SCHEDULE

Contractor will be:

- a. Execution and Contract period: **January 2, 2025, until completed.**
 1. The State may terminate the contract at any time upon thirty (30) days with prior written notice.
- b. Work Schedule:
 1. Work ON-SITE during working hours (7:45am to 4:30pm HST) except State holidays unless otherwise approved by the DLIR EDPSO Project Manager.
 2. Project working hours may include evenings and weekends.

1.5 WRITTEN INQUIRIES, QUESTIONS AND/OR ANSWERS PRIOR TO SUBMITTAL OF QUOTE

All questions must be posted via HiePRO by 12 noon, HST on **December 18, 2024**. DLIR EDPSO will respond by **December 19, 2024**, 12 noon, HST in HiePRO.

1.6 QUOTE DELIVERY INFORMATION

The Offeror shall **ONLY** post into HiePRO by 12 noon, HST, on **December 20, 2024**.

Quotes submitted via mail, email or hand-delivered **will NOT** be accepted.

1.7 PROJECT MANAGER

This RFQ is issued by DLIR EDPSO. The Project Manager is:

Tri C. Pham
Email: Tri.C.Pham@Hawaii.gov

SECTION TWO

PROJECT OVERVIEW AND SCOPE OF WORK

2.1 PROJECT OVERVIEW

DLIR EDPSO is in the process of implementing multimedia equipment solution which includes audio and visual for the DLIR Conference Rooms (Rm. 310-313-314, see Attachment A: DLIR Conference Rooms Diagram). The purpose of this engagement is to purchase, install, test, train, and document a flexible multimedia solution for the DLIR Conference Rooms (rm 310-313-314) either individually, as any combinations of, or as one room.

2.2 SCOPE OF SERVICES

The State of Hawaii is looking to find a contractor to work with DLIR EDPSO to coordinate the procurement, installation, testing, training, and documenting of a Web Conferencing solution for each or the DLIR Conference Rooms (rm 310-313-314, see Attachment A: DLIR Conference Rooms Diagram) whether the conference room is used individually, as any combinations of, or as one room.

Note: The DLIR Conference Room estimated size is: 32 ft x 64 ft

2.2.1 SYSTEM SPECIFICATION

The Web conferencing solution for **EACH** of the DLIR Conference Rooms should include:

Quantity	Description
4 each	Ceiling mounted speakers <ul style="list-style-type: none"> • Low profile passive loudspeaker, less than 6 inches (155 mm) total depth • Supports both CAT6 shielded cables and standard speaker wiring • Designed to be integrated with a similar and/or like the AMP-450BP
2 each	Ceiling mounted beamforming microphones <ul style="list-style-type: none"> • Beam tracking technology works out-of-box without any lobe aiming or room mapping • Single cable connection via CAT6 cable • LED mute status indicator
1 each	Wall mounted touch panel control (exact location TBD) <ul style="list-style-type: none"> • 5-inch capacitive touchscreen with a minimum 800x480 resolution and 24-bit color depth • Contemporary design that compliments the aesthetics of any environment • Gorilla Glass screen that is tough, scratch-resistant, and smudge resistant
1 each 1 each	Wireless handheld microphone Lavalier microphone <ul style="list-style-type: none"> • The two (2) microphones shall be multi-channel wireless access point. Use automated frequency coordination to assign clean frequencies to wireless microphones and manages two-way wireless transmission of encrypted audio and control signals.
1 each	Install wireless microphone access point transceiver in the middle of the room for ample coverage

The AV equipment should be housed in a single rack,

Quantity	Requirements for Rack
1 each	Install rack in back Diamond Head back corner of the DLIR Conference room and shall contain: <ul style="list-style-type: none"> • Audio Digital Signal Processor (DSP) <ol style="list-style-type: none"> 1. 128x128 channels of AVB 2. 12 microphones/line level inputs with AEC, 8 microphone/line level outputs GB ethernet port.

	<ul style="list-style-type: none"> • Network – similar to or like M4250 <ol style="list-style-type: none"> 1. Pre-configured for audio and video over IP out of the box 2. Enable encoders and decoders to be connected with zero configuration. <ol style="list-style-type: none"> i. A VoIP system manager that is similar to or like NAVigator <ul style="list-style-type: none"> • One-Button Commissioning Report • Confidence Preview that enables viewing of the content from any NAV endpoint • API for third party control • Control Processor <ol style="list-style-type: none"> 1. Quad-core processor and four (4) times more memory with two (2) GB of RAM and 8 GB of flash 2. Supports TouchLink Pro Touch panels, eBUS devices, network button panels, and IPL EXP expansion interfaces

In addition, there are three (3) existing moveable OFE carts that need:

Quantity	Description
1 each	Conferencing Camera that will attach to each cart, display, and PC

2.2.2 CONTRACTOR RESPONSIBILITIES

The Contractor shall:

- a. Act as the Prime Contractor and hold a minimum Hawaii State C-15 License and/or C-13 license.
 1. Contractor shall coordinate, supervise, and be responsible and liable with all associated trades to complete job.
 2. Provide subcontractor company name, address point of contact and phone number.
 - i. Subcontractor shall comply with all the same rules, regulations, laws and codes, licenses, etc. as required by the Contractor.
 - ii. DLIR EDPSO Project reserves the right to approve or disapprove any subcontractors proposed by Contractor.
- b. Shall furnish and install equipment and audio-visual signal, control wiring, and line-voltage electrical required for the proposed AV System solution – this includes all electrical raceway/junction boxes, routing of audio, control and power cables for equipment, and system racks.

The Contractor further agrees that they shall provide all work as may be required to make a complete and fully functioning system. This includes:

1. All software programming shall be coordinated with the EDPSO Project Manager and is required to provide a fully operational system(s)
2. Programming requirements include and are not limited to touch screen layouts, page navigation.
3. Coordinate all IP device requirements.
4. Coordinate furniture and custom millwork.
5. Coordinate equipment rack locations.
6. Coordinate electrical power requirements with DLIR EDPSO Project Manager. EDPSO will in turn coordinate with Department of Accounting and General Services (DAGS)
7. Coordinate with DLIR EDPSO Project Manager the delivery of equipment the following:
 - i. Unloading from delivery trucks and moving to a designated storage area until time to install
 - ii. Assessment of any damaged item(s) caused by delivery and/or shipping to delivery site.
 - a. Any damaged goods are to be replaced at no cost and coordinated by Contractor.
8. Removal of trash such as but not limited to boxes, pallets, and packing material.
 - i. Note: Trash shall not be thrown into the DLIR garbage bins

- c. Utilize existing electrical outlets as much as possible.
 1. If additional power is required – it is to be coordinated with the DLIR EDPSO Project Manager and shall include a licensed electrician provided by Contractor.
 2. All equipment shall have power/surge protection at the rack level to protect the new equipment.
 3. Surge elimination and power sequencing.
 - i. Shall be a one-rack-space unit in a magnetic shielding steel enclosure. It shall operate from 120 volts AC and have a 9-foot, grounded, 3-wire #12-line cord. There shall be 6 grounded AC receptacles in three banks of two on the rear panel, each bank sequenced from the previous bank by an adjustable 0 - 40 second delay, and two receptacles always on
- d. Quality Assurance
 1. Vendor qualifications
 - i. Must be HCE compliant.
 - ii. Must be prime Contractor and hold a Hawaii C-15 license and/or C-13 license.
 - iii. Experienced in the installation of professional AV systems and have completed within the past 5 years at least 3 AV system projects of a size and scope comparable to this project.
 - iv. Shall have factory-certified programmers for the programming of all processing and control equipment used in this project.
 - v. Shall have manufacturer certified programmer on staff locally for this specialized equipment requiring programming for this project.
 - vi. Must be Hawaii-based and/or locally based in Hawaii.
 - vii. Shall have staff with a minimum 5 years' experience as a professional AV designer.
 - viii. All contractors desiring to submit for this bid shall submit copies of certificates of qualifications to be considered for this project.
 2. Submittals
 - i. After the contract has been awarded and before installation begins, Contractor must submit the following:
 - a. Include an implementation schedule.
 - b. Equipment specifications
 - c. Shop drawings including ceiling plans, floor plans, elevations and sections detailing the mounting of equipment.
 - d. Diagram detailing the equipment connections.
 - e. Labeling of wire/cables and type rack layout with serial numbers of equipment
 - f. Operation Manual
 - Provide a custom operation manual in a bound binder with labeled tabs between sections and a digital copy on a USB drive.
 - This manual should also include a title page, table on contents, manufacturing specification sheets of equipment, as-built diagrams, cable test reports, working copy of the software of the latest version of all software required to operate the system.
 - All software shall be fully documented.
 - ii. Warranty
 - a. Included in the proposal.
 - All equipment shall have a minimum one (1) year warranty on all equipment plus the cost to extend the warranty for 3 years and a line item in the proposal for 5 years extended warranty.
 - Service warranty shall be a minimum of one (1) year on workmanship.
 1. Any defective equipment within warranty shall be replaced at no cost to DLIR EDPSO
 2. Shall include at least four (4) site visits per calendar year from the time of acceptance.
 3. Shall provide software update assistance.
 - iii. Equipment

- a. All equipment and material shall be new and of the latest model offered by the manufacturer. There should not be any end-of-life equipment recommended.
 - b. Provide a list of all items recommended by Contractor.
 - Include manufacturer, make model, performance specifications by the manufacturer's data sheet.
 - c. Installation
 - There shall be adequate staffing and a designated Lead Technician on-site and responsible for project.
 - Upon completion, all garbage shall be removed from the premises and not placed in the DLIR garbage bins.
 - Work areas and equipment shall be clean, and dust, dirt and fingerprints removed.
 - d. Testing
 - All cables are to be testing to connectivity.
 - All AV equipment shall be tested based on various test scenarios (i.e., all rooms, 2 combined rooms, individual rooms, etc.) either singularly or combined.
 - Shall provide test reports (i.e., IEEE Category Cabling Certification report – Fluke or equivalent)
 - Visual and sound checks
- iv. Quote submittal should include all costs (e.g., cost of equipment, shipping, taxes, and parking).

SECTION THREE
ATTACHMENTS