



CITY OF ST. MARYS, GEORGIA

REQUEST FOR PROPOSALS (RFP) AUDIO VISUAL SERVICES FOR NEW COUNCIL CHAMBERS AND COURT

RFP Issue Date: 06/16/2026

Proposal Due Date: 07/17/2026

Anticipated Council Consideration: 08/03/2026

I. INVITATION

The City of St. Marys is seeking proposals for an audio-visual solution for the new City Council Chamber and Municipal Court room. This system will be used for both purposes within this joint space and will provide audio and visual information to in person attendees, Americans with Disability Act (ADA) compliant devices for the visually or hearing impaired, and a streaming option. The city is seeking two proposals: One to include just interior audio-visual recording and amplification with full ADA compliance, and a separate proposal to include greater capacity to be expanded upon later in this document. The awarded company will be responsible for the design, installation, setup, and technical support of this system. The City of St. Marys will provide blueprint drawings of this room as well as an overlaid blueprint showing the current data lines in the building.

If interested in this opportunity, three (3) printed copies of the proposal (1 original, 2 copies) and an electronic copy, must be received. Proposals **MUST** be submitted in a sealed envelope clearly marked "Audio Visual Services for New Council Chambers and Court" and addressed as follows: City of St. Marys Attn: Sarah Lee, 418 Osborne Street, St. Marys, GA 31558. Emailed questions or other forms of electronic communication and other responses to this Request for Proposals will be sent to slee@stmarys.ga.gov. Deadline for bid proposals will be July 17, 2026 local time.

A Pre-Bid Meeting will be held on July 2nd, 2026 @ 11:00 am with vendors and the City Manager, IT Coordinator, Public Works Directors or their designees at the New City Hall building located at 2603 Osborne Rd STE CC in St. Marys, GA 31558 to review the project needs and to see the location in person.

The City reserves the right to reject any or all proposals, to request additional information concerning any proposal for purposes of clarification, and to waive any irregularities if such action serves the best interest of the City as determined solely by the Mayor and Council.

II. SUBMISSION REQUIREMENTS

Sealed proposals must be received no later than July 17th, 2026 at 2:00 PM EST.

Submit:

- One (1) signed original
- Two (2) printed copies
- One (1) electronic copy (USB flash drive)

Proposals must be clearly marked: "Audio Visual Services for New Council Chambers and Court"

Submit to:

City of St. Marys

Attn: Sarah Lee

418 Osborne Street

St. Marys, GA 31558

Emailed submissions will NOT be accepted. Late proposals will not be considered.

III. PROCUREMENT TIMELINE

RFP Issued: 06/16/2026

Proposal Deadline: 07/17/2026

Evaluation Period: 07/17/2026-07/31/2026

Council Consideration: 08/17/2026

IV. SCOPE OF SERVICES

A. The vendor will provide two options (Option A and Option B) to provide the requested Audio Visual system for both City Council Meetings and Court Sessions. Following the Pre-Bid Meeting, the vendor will prepare a cost estimate for the project based on the following criteria:

Option A

1. One large space for City Council Meetings and Court Sessions with twelve-foot ceilings including sound dampening material and a raised floor for cabling
2. A movable dais or podium equipped with a microphone for citizens and court attendees to speak from
3. The ability to provide the citizens in attendance and council with the ability to view presentations on several large-scale video monitors or televisions
4. Eight microphones for the City Council Members and City Clerk to use during meetings, and for the Judge and Clerk of Court to use during their sessions and an additional four wireless stand microphones to be used for other speakers.
5. Two Cameras to view the Council and Judge's dais, and the podium and audience
6. The ability for presenters to be able to stream or connect to the internal video displays to show presentations, and for the controlling computer to likewise show presentations and remote meetings internally.

7. Infrastructure for said system to include cabling, mixers, controller devices, and associated software
8. The ability to feature live closed captioning, hearing assistant devices, and other ADA accommodations for in person attendees
9. All equipment MUST be NDAA compliant
10. The system must be user friendly for operation and to allow for ease of training for the end user
11. The system must be scalable by design to accommodate future expansion and ease of upgrades
12. A visual timer for public speakers to be used during council meetings to include different colors to indicate the time remaining and eventual end of speaking time with a microphone cut off ability to be controlled by the City Clerk or AV Operator.
13. The system must include a Service License Agreement to include continued technical support and repair after installation, a warranty on all work, and a five-year equipment refresh of all components.

Option B

14. Option B will include all of the requirements in Option A to include individual monitors at each council member station, clerk's station, city manager's station, and dais for viewing of materials during presentations.
15. The ability to stream said Council Meetings to YouTube for viewing by the public at home with the ability to caption the videos and show internal presentations across the stream.
16. Multiple displays in the hallways outside of the council chamber for viewing
17. Additional speakers in the hallways of City Hall to allow for playing of music during normal business hours.

All questions or clarifications on the specifications should be submitted in writing to Ms. Sarah Lee or by email to the IT Coordinator at choster@stmarysga.gov

V. MINIMUM QUALIFICATIONS

- Provide a minimum of two successful audio visual systems that have been implemented by your company with dates of completion

VI. PROPOSAL CONTENT REQUIREMENTS

The Company shall list their ability to provide the audio and visual services for the city as outlined in the scope of the request for proposal. In addition (Limited to 20 pages, excluding appendices):

1. The company shall submit a cover letter signed by an authorized representative acknowledging RFP terms
 2. The company shall provide a company overview including size, location, and relevant certifications.
 3. The company shall provide a project approach outlining their methodology, timeline, and team organization chart.
 4. References for three recent clients for similar projects shall be provided
 5. The company shall provide location requirements for the proposed system.
 6. The company shall provide a maximum response time expectation for any remote technical support issue
 7. The company shall provide a maximum response time to repair technical issues in person, and an estimated time for any warranty replacement.
 8. The company shall provide a detailed estimate of annual costs for the services and products being requested. Do not include any taxes from which municipalities are exempt. Tax exempt certificates will be furnished, if needed. Projected costs should be broken down as 1) Cost to provide and install all requested equipment 2) Annual service and support costs if applicable.
- B. The selected firm shall provide to the City of St. Marys evidence of Commercial General Liability insurance with stated limits

Please describe how you would provide for professional liability insurance, indemnity for the City, amendment, extension and/or termination of the contract.

Please provide one signed and dated original, two copies of your Proposal, and one copy of digital media.

Please do not contact any Councilmembers regarding the RFP, any questions should be directed to the IT Coordinator.

Please note that all RFPs will be subject to the Open Records Act.

VII. EVALUATION CRITERIA

1. To be considered, all proposals are due and must be submitted on or before, July 17, 2026 2:00PM EST. Proposals received after this date and time, regardless of reason, will not be considered.
2. Proposals should be submitted in a sealed envelope which is clearly marked, “**Audio Visual Services for New Council Chamber and Court**” and addressed or delivered to:

City of St. Marys
Attn: Sarah Lee
418 Osborne Street
St. Marys, GA 31558

3. All Proposals will be reviewed and evaluated by the Mayor and Council.
4. The following will be taken into consideration during the evaluation process and graded on a point scale with a maximum of 100 points possible:
 - a. Qualifications and information contained in the Response. 20 Points
 - b. Complete and clear answers in the Response. 5 Points
 - c. Familiarity with laws and regulations governing municipal governments. 15 Points
 - d. Demonstrated expertise and experience in audio visual technology. 25 Points
 - e. Range of services offered and available support staff; Demonstration of workload capacity commensurate with the level of service required by the City. 20 Points
 - f. Professional reputation for providing high-quality services, ability to work cooperatively with City Council, City Manager, and department heads. 5 Points
 - g. Cost and Schedule. 10 Points
5. Preference will be given to specific overall local government experience of the individual providing Audio Visual Services and associated individuals, as well as factors such as total projected cost of service, accessibility to the city, immediacy of availability and responsiveness to the Request for Proposals.
6. Assuming a successful response and the selection and negotiation of a contract for City Attorney, it is anticipated that the City Council will announce the selection at a Council Meeting during the month of August

VIII. GENERAL CONDITIONS

- Proposals remain valid for ninety (90) days.
- All proposals subject to Georgia Open Records Act.
- Compliance with O.C.G.A. §13-10-91 (E-Verify) required.
- Final selection subject to approval by Mayor and City Council on 08/17/2026

**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
State Entity's Name:	City of St. Marys
State Solicitation/ Contract No.:	Audio Visual Services for City Council Chamber and Court RFP

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the State Entity, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the State Entity at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Entity's Name:	City of St. Marys
Solicitation Name or Contract No.:	Audio Visual Services for City Council Chamber and Court RFP

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the state contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the State Entity within five (5) days of the addition of any new subcontractor used to perform under the identified state contract.

Contractor's Name:	
Subcontractors:	

**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Subcontractor's (Your) Name:	
Entity's Name:	City of St. Marys
Solicitation Name or Contract No.:	Audio Visual Services for City Council Chamber and Court RFP

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the State Entity identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

*Note: O.C.G.A. § 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provided their alien registration number. Because legal permanent residents are included in the federal definition of “alien,” legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below: