
Request for Proposal (RFP)

Design and Installation of Audio/Visual System for Web-Accessible Board and Committee Meetings

Issued by: Rogue Valley Sewer Services (RVSS)

Issue Date: November 17, 2026

Submission Date: March 3, 2026

Contact: Carole Balzer

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1. Project Overview

Rogue Valley Sewer Services (RVSS) is soliciting proposals from qualified vendors for the **design and installation of an upgraded Audio/Visual (A/V) system** to support hybrid (in-person and online) Board and Committee meetings. The new system must provide high-quality, reliable video and audio for both in-room and remote participants, with simple operation and integration into the existing Zoom Room environment.

2. Room Description

- **Room Size:** 22 feet x 32 feet
- **Seating Layout:**
 - Option 1: Horseshoe configuration facing the long direction (covering approximately two-thirds of the room)
 - Option 2: Circular configuration covering the entire room
- **Capacity:** Up to 25 in-room participants, plus additional remote participants

3. System Requirements

Video

- Multiple **PTZ (Pan-Tilt-Zoom) cameras** capable of quickly zooming in on the active speaker.
- **HD or higher** video quality.
- Integration with Zoom Rooms, with potential future flexibility for other platforms.

Audio

- **Individual microphones** for each participant, ideally programmable to display participant names in **closed captioning and meeting transcripts** when speaking.
- Clear, echo-free, full-room audio for both in-room and online participants.
- Integration with the new video system for automatic camera switching when possible.

Control & Operation

- Centralized and **simple control interface** (tablet or laptop-based).
- Managed by a **dedicated meeting PC** (appropriate for manufacturer-certified Zoom Room use).
- Prefer connection to the **Guest Wi-Fi network** rather than the organization's internal LAN.

Displays

- Integration with **existing three HD TVs** (reuse where feasible) or recommendations for upgrade if required.

System Design

- Vendors should propose a complete solution, including:
 - System diagram(s)
 - Equipment list (make/model)
 - Installation approach and timeline
 - Training and user documentation

4. Current Setup

- One (1) Zoom Room configuration
 - One (1) camera
 - One (1) sound/microphone bar
 - Three (3) 65” HD TVs
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5. Schedule

All work associated with this project must be **fully completed and operational by November 1, 2026**.

If selected, a **contract will not be executed and purchasing will not occur until after July 1, 2026**. Vendors should plan project timelines, equipment availability, cost and delivery schedules accordingly.

6. Vendor Responsibilities

- Conduct **site visit** to review existing setup and confirm requirements.
 - Provide **design recommendations** and **total cost** (equipment, installation, configuration, and hands-on training for upper management and a step-by-step user manual).
 - Training shall include hands-on training for up to 10 employees
 - Include warranty and service information.
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7. Site Visit

Interested vendors should **email cbalzer@rvss-or.gov** to schedule a site visit prior to submitting a proposal.

8. Submission Instructions

Proposals should be submitted electronically in PDF format to:

 cbalzer@rvss-or.gov

Subject line: “*Proposal – Board Room A/V System Upgrade*”

Please include:

- Company information and relevant experience
 - Customer References
 - Proposed solution and equipment
 - Line item project cost and timeline
 - Warranty and support options
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9. Evaluation

Proposals will be evaluated based on:

- Technical compliance with specifications
- Ease of use and reliability of proposed solution
- Vendor experience and references
- Total cost and value
- Warranty and service support