GASTONIA NC

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November 16, 2026

SUBJECT: REQUEST FOR PROPOSAL FOR AUDIO-VISUAL SYSTEM FOR THE Gastonia Police Department Community Room PROJECT

The City of Gastonia is seeking responses to a Request for Proposal for the Gastonia Police Department Community Room Project located on Long Avenue in Gastonia, NC.

Carefully review the attached Request for Proposal package. This package contains details about the project, including specific information needed to aid participating firms in formulating a thorough submittal.

Mailed proposal packages must be received by the City of Gastonia, NC, at the office of Brian Gray, 115 W 2nd Avenue, Gastonia, NC, by **5:00 PM, Monday, November 30th, 2026**.

Emailed proposals may be sent to Brian Gray at Brian.Gray@gastonianc.gov. Emailed proposals shall have the following subject line: **RFP Gastonia Police Department Community Room.** Emailed proposals must be received by **5:00 PM, Monday, November 30th, 2026**

If you should have any questions, please contact me at Brian.Gray@gastonianc.gov.

Sincerely,

Brian Gray
Chief Information Officer

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Request for Proposal
for
Audio Visual System

City of Gastonia
Gastonia Police Department Community Room

Gastonia, North Carolina

November 16, 2026
Request for Proposal

Table of Contents

I. Introduction

II. Project Background

III. Summary

IV. Schedule

V. Scope of Work

VI. Technical Requirements

VII. Submittal Requirements & Information

VIII. Evaluation Criteria

IX. Additional Information

X. Exhibit A: Proposal Form

XI. Exhibit B: Room Layout

I. Introduction

The City of Gastonia, NC (City) is now accepting proposals from interested and qualified firms, vendors, and/or contractors for the design and installation of Audio Visual Systems for the Gastonia Police Department Community Room.

II. Project Background

The City of Gastonia is renovating the Gastonia Police Department Community room. The project includes a multipurpose space (approximately 47' x 29').

Please refer to Exhibit B for room layout information.

III. Summary

The City of Gastonia is soliciting proposals for all audio/visual needs for use in the Gastonia Police Department Community room. Proposals should include equipment (including AV equipment cables), installation, and the first year of support services. All proposals must also include a warranty of products and workmanship. Vendors are required to quote equipment that is a current model and still supported by the manufacturer. Equipment that is approaching end of life/sale/support will not be accepted. Initial training on usage of the solution for a group of approximately 5 key staff should also be included. Installation shall commence only upon written confirmation from the City that structural and finish renovations in the Community Room are substantially complete.

IV. Schedule

Date of Issue	November 9th, 2026
Deadline to Submit Questions	5:00 PM, November 16th , 2026
Addenda Posted	5:00 PM, November 23rd, 2026
Proposals Due	5:00 PM, November 30th , 2026

V. Scope of Work

Proposals should include all audio/visual equipment, including displays, switches, device boxes, required control hardware, cables, and any additional components necessary to the functionality of the vendor's proposal. Wireless microphones are to be included as part of the AV solution. Vendor is required to install all proposed equipment. The first year of maintenance and support should be included in the installation price. Please provide pricing for future years of service.

Any equipment installed on walls or ceilings must be properly installed and supported in studs or with the appropriate braces for the weight of the equipment.

The City requires the vendor to assign a single Project Manager (POC) who will serve as the primary point of contact for the duration of the project and warranty period. The City will agree on a timeline with the POC of the awarded vendor. Impact on other operations in the building must be minimal.

The vendor must schedule product delivery and plan installation operations accordingly. Once the project is complete, the system must be up and running 99.99% of the time. The vendor's response time for service is critical. Each vendor should specify their response time to service requests; vendors may want to specify potential differences for work that can be performed remotely as well as in-person service calls during standard hours, after hours, weekends, holidays and when activated during events. All proposals should specify if any components of the solution are proprietary. The City is open to proprietary solutions; however, more flexible solutions will be scored higher.

Proposals should include a proposed timeline specifying proposed work benchmarks if your organization is awarded the contract—including, but not limited to, the following: contract execution, order equipment, begin installation, anticipated completion date, training date, etc.

All work should be completed during normal City business hours, M-F 8:00 am-5:00 pm.

VI. Technical Requirements

Community Room:

- (3) HD projectors
- (3) Ceiling-mounted motorized HD projection screens
- (1) Touchscreen control panel for all AV features, including but not limited to:
    a. Screen controls (up / down and power)
    b. Projector controls (power)
    c. Audio controls for both speakers and ceiling-mounted microphones
    d. Web camera (power and controls)
- (1) Connector plate and associated cabling for presentation PC connectivity to the AV system
- (3) Media (television station) plug-in for audio capture in rear of room
- (2) Webcam with minimum 4K resolution and articulating motor

- Speakers and ceiling-mounted microphones, designed for room size and layout
- (1) wireless pc connection (Example: Barco Click)
- As necessary, space is available in the Storage room for mounting equipment. A secured mounting rack should be provided for any items located in the community room.
- Multiple different outputs and input matrix based on the number of projectors (at least 4 inputs: cable TV, RTCC, computer, Barco ClickShare)
-

Training Room Notes:

1. All equipment, hardware, cables, wiring, etc. must be new
2. All required connecting hardware, cables, wiring, etc.
3. All equipment should operate on 120v/1ph/20a outlets.
4. Service package should include annual preventative maintenance
5. Technical support and maintenance package for all equipment and labor
6. Any required feature not available in your solution must be identified and noted. Furthermore, if any required feature is an add-on or extra cost, this cost must be identified. Any "improvements" over and above the base request shall be identified.

VII. Submittal Requirements & Information

The City of Gastonia invites all interested and qualified firms, vendors, and/or contractors to submit sealed proposals for the design and installation of Audio Visual Systems for the Gastonia Police Department Community Room Project.

1. Completed copy of **Exhibit A,** which identifies full name of company, main business address, place of business, and **total proposed system price**.
2. A signed cover letter from an authorized officer expressing interest in the project and certifying that the firm is qualified to provide the required services.
3. Written summary of the understanding of the scope of work to be performed.
4. Technical summary of the system proposed, including details about any "improvements" over and above the base request.
5. Narrative on overall project deliverables.
6. Vendors must coordinate site visits with the City's Tech Services department during normal business hours.
7. Vendor must identify, itemize, and price every component or sub-system required for the Audio Visual Systems to perform satisfactorily as a fully functioning system. Any software, hardware, cabling, communications connections, or other item required for proper operation as a working audio visual system must be offered during submittal. Detailed pricing shall also include installation, configuration, implementation, and training.

8. Vendor must identify a single designated account manager to work with City of Gastonia as a point of contact who will have actual authority over the contract, equipment and personnel who will be assigned to City of Gastonia. This individual should have extensive experience in the audio-video installation sector with a background in service, sales and management. Also, include the number of additional personnel and the responsibilities of those who will be assigned exclusively to the City of Gastonia.
9. Sample project schedule(s) for similar projects.
10. References from recent clients.

All proposals must be received by 5:00 PM, Monday, November 30th, 2026.

Each respondent is responsible for the timely delivery of its sealed proposal package. Respondents mailing proposal packages should allow ample delivery time to ensure timely receipt of their proposal. The responsibility for getting their proposal to the City on or before the specified time and date is solely the responsibility of the proposing respondent. The City will in no way be responsible for delays caused by any occurrence. Any proposals received later than the above designated date and time shall be deemed non-responsive and will not be considered.

Mailed sealed proposal packages shall be addressed as follows:

RFP for Gastonia Police Department Community room
City of Gastonia
Attn: Brian Gray
115 W 2nd ave
Gastonia, NC 28053

Emailed proposals may be sent to:

Subject: Gastonia Police Department Community Room

The City reserves the right to reject any or all proposals for any reason without any liability to any respondent or to waive irregularities at their own discretion.

Attach sample of typical schedule(s) for similar projects.

List any additional costs associated with this project that are required for completion.

The City reserves the right to request additional information from the respondent and reserves the right to reject all proposals and to waive any irregularity or informality.

The contract will be awarded to the vendor deemed to have submitted the best overall proposal on the basis of the factors included in this RFP. The City may cancel the RFP and/or reject any or all proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of the City.

As allowed under NCGS 143.129.8, proposals will not be made available to inspect or view until the contract has been awarded.

Any proposal may be withdrawn or modified by written request of the vendor, provided such request is received by the City at the designated address **prior** to the date and time set for receipt of proposals.
If a proposal includes any proprietary data or information, such data or information must be specifically identified as such **on every page** on which it is found. Data or information so identified will remain confidential to the extent allowed by North Carolina law pursuant to GS 132-1.2 and will be used by City of Gastonia personnel solely for the purposes of evaluating proposals and conducting contract negotiations.

All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, City of Gastonia reserves the right to change the conditions, requirements and specifications as it deems necessary.

No proposals will be accepted from any person or organization that is in arrears for any obligation to City of Gastonia, or that otherwise may be deemed irresponsible or unresponsive by City staff or the City of Gastonia City Council.

All prices quoted must be firm for a period of 120 (one hundred twenty) days following the proposal deadline.

The cost of preparing a response to the RFP will not be reimbursed by the City.

All proposals should include all necessary brochures including specifications of proposed equipment.

No agreements with any selected vendor shall be binding until a contract is signed and executed by the City Council and authorized representatives of the vendor.

Proposals may be withdrawn by written notice only provided such notice is received prior to the date/time set as the closing time for receiving proposals.

Any interpretation of, additions to, deletions from, or any other corrections to the proposal document will be issued as written addenda by the City of Gastonia. It is the sole responsibility of the respondents to verify that all available information has been received prior to submitting a proposal package.

Except as expressly and specifically permitted in these instructions, no respondent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each respondent shall be deemed to have agreed that it has no claim.

Questions regarding this RFP must be delivered via email to Brian Gray (Brian.Gray@gastonianc.gov). To be given consideration, questions must be received by 5:00 PM, November 16th, 2026. Questions about the proposal will be answered in the form of a written addendum posted on the City of Gastonia's website. Please do not submit a proposal before the deadline to post addenda, as an addendum may be issued and your proposal could be non-responsive.

VIII. Evaluation Criteria

Submitted packages will be evaluated based on the respondent's ability to meet the requirements of this RFP. Specific evaluation criteria will include:

- Overall relevant qualifications and experience
- Understanding of project objectives/outcomes
- Project deliverables
- Ability to meet the intent of the System Description
- Cost
- References
- Interview (if required)

IX. Additional Information

Selection Committee & Process

- A review committee will evaluate all responses to the RFP that meet the submittal requirements and the submittal deadline. Those submittals that do not meet the submittal requirements will not be considered.
- The selection committee will rank the vendors. Final ranking of vendors will be based on the written proposals and a total project cost/benefit analysis.
- The City may proceed with negotiating an agreement with the highest ranked vendor. If an agreement cannot be reached in a reasonable time period, the City will terminate negotiations and, at its option, negotiate with the next ranked vendor.

Public Records

Upon receipt by the City, your proposal package is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Your proposal package will be reviewed by the evaluation committee, as well as other City staff and members of the general public who submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating the Proposal Package", and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal package, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each firm agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

Clarification of Submittal

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

Conditions and Reservations
The City expects to select one firm that submits a proposal, but reserves the right to reject any and all proposals. The City reserves the right to waive technicalities and informalities.

A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind by the City. A proposal does not commit the City to pay for costs incurred in the submission of a proposal or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this proposal process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the City unless the City and your firm execute a contract.

Insurance Requirements
Vendor shall maintain insurance from companies licensed to write business policies in North Carolina, with an A.M. Best rating of "A" or higher, and acceptable to the City, of the kinds and minimum amounts specified below.

Before commencing work under this contract, Vendor shall furnish City with certificates of all insurance required below. Certificates shall indicate the type, amount, class of operations covered, effective date and expiration date of all policies, and shall contain the following statement:

"The insurance covered by this certificate will not be cancelled or materially altered, except after thirty (30) days written notice has been received by City".

The Certificate of Insurance, naming City of Gastonia as an additional insured on Vendor's Commercial General Liability and Auto Liability Policies, shall be further evidenced by an actual endorsement furnished to the City from the insurer within thirty (30) days of the signing of the contract between the vendor and the City.

Workers Compensation and Employers Liability Insurance—Covering all of the vendor's employees to be engaged in the work under this contract, providing the required statutory benefits under North Carolina Workers Compensation Law, and employers liability insurance providing limits at least in the amount of $100,000/500,000/100,000 applicable to claims due to bodily injury by accident or disease.

Commercial General Liability— Including coverage for independent vendor operations, contractual liability assumed under the provisions of this contract, products/completed, operations liability, and broad form property damage liability insurance coverage. The policy shall provide liability limits at least in the amount of $1,000,000 per occurrence, combined single limits, applicable to claims due to bodily injury and/or property damage. City of Gastonia shall be named as an additional insured under this policy.

Automobile Liability Insurance—Covering all owned, non-owned and hired vehicles, providing liability limits, at least in the amount of $1,000,000 per occurrence combined single limits, applicable to claims due to bodily injury and/or property damage.

Indemnify the City
Vendor agrees to protect, defend, indemnify and hold the City, and its officers, employees, and agents, free and harmless from and against any and all losses, penalties, damages, settlements, recoveries, costs, charges, and other expenses or liability of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Vendor further agrees to investigate, handle, respond to, and provide defense for any such claim at his sole expense.

Termination of Contract
This agreement is subject to the annual appropriation of funds by the City of Gastonia City Council. Notwithstanding any provision herein to the contrary, in the event funds are not appropriated for this agreement, City shall be entitled to immediately terminate this agreement without penalty or liability, except the payment of all contract fees due under this agreement through and including the last day of service.

The City, by written notice may terminate this contract in whole or in part for failure of the Vendor to perform any of the provisions hereof. In such event, a show cause letter shall be sent to Vendor in order to correct any failures. If failures go un-corrected City may terminate the contract.

E-Verify
As a condition of payment for services rendered under this agreement, Vendor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

Further, if Vendor provides the services to the City utilizing a subcontractor, Vendor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. Vendor shall verify, by affidavit, compliance of the terms of this section upon request by the City.

Further Information

The City of Gastonia appreciates your interest in providing services for this project. For further information or questions regarding this RFP please contact the following:

- **Brian Gray**
  Chief Information Officer
  City of Gastonia; Tech Services
  115 W 2nd ave (physical address)
  Gastonia, NC 28053
  Brian.Gray@gastonianc.gov

Exhibit A: Proposal Form

PROPOSAL TO

THE CITY OF GASTONIA, NORTH CAROLINA

FOR

AUDIO VISUAL SYSTEMS FOR Gastonia Police Department Community Room PROJECT

FULL NAME OF BUSINESS:_____

MAIN BUSINESS ADDRESS:_____

PLACE OF BUSINESS:_____

TOTAL PROPOSED SYSTEM PRICE = $_____

The undersigned, as respondent, declares that the only person or parties interested in this Proposal as principals are those named herein, that this Proposal is made without collusion with any other person, firm or corporation; that he has carefully examined the system in the proposal, issued thereto; and he proposes, and agrees if this Proposal is accepted, that he will contract with the City of Gastonia, North Carolina in writing. Time being of the essence, the undersigned agrees to furnish any required bonds and insurance immediately upon receipt of notice of award and to do all the things required by the contract. The respondent agrees to perform all such work at the prices contained in the Proposal and the Contract.

Exhibit B: Room Layout

The room is 60’x40’

Ceiling height is 10’ (with a tile drop ceiling). Currently 3 projector screens and 3 projectors located at the front of the room.

