



REQUEST FOR PROPOSAL

EMERGENCY OPERATION CENTER AUDIO/VISUAL UPGRADE

REVISION 1
01-03-2023

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OVERVIEW

Purpose

Port Freeport is currently accepting proposals to upgrade the existing audio/visual (AV) system located in the Port Freeport Emergency Operation Center (EOC). The existing AV system was installed in 2013 and is not totally functional. Additionally, Port Freeport wants to expand the current AV remote collaboration capabilities to facilitate interoperability with local, state, and federal agencies along with other Port Freeport shareholders.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best fits the Port Freeport project needs.

Project Scope

The scope of this project includes all design, development, coding, licensing, installation, and commissioning of the Port Freeport AV system in two adjacent rooms in the Port Freeport EOC.

The following criteria must be met to achieve a successful project:

- Remove existing wall mounted displays and associated brackets
- Mount and install of the new displays
- Configure the AV system for independent operation of the Situation Room and Command Center, but allow the Situation Room the capability of mirroring the main display in the Command Center
- Configure audio hardware, microphones, cameras, and lectern
- Terminate all cables to AV equipment
- Program and configure AV equipment
- Perform functionality check of all AV system components and hardware
- Deliver all coding, manuals, licensing, and drawings to Port Freeport

The bidder shall be responsible for providing all hardware, cabling, and supplies required for this project.

Background and Description

Port Freeport is a 100+ year old deep seaport strategically situated just 60 miles south of downtown Houston and is in the industrial hub area of Brazoria County. The Port is accessible by rail, highway, vessel, and/or barge transportation. This versatility has helped Port Freeport become one of the fastest growing ports in the US with approximately 1300 deep draft vessels arrivals in 2021 and a total tonnage of 37.1M tons. Port Freeport is a leading port in the export of crude oil and natural gas liquids and ranked 6th in chemicals, 15th in foreign waterborne tonnage, and 26th in containers out of 300+ ports

serving the US. Port Freeport has an annual economic impact of \$149B per year and affects 279,780 jobs.

The Port Freeport EOC houses the Port's emergency services efforts, which is coordinated by Port Freeport's Protective Services team. The team utilizes modern day techniques to seamlessly integrate multiple rings of protection to promote a safe and secure maritime environment. The mission of Protective Services team is to protect the Port Freeport Community against all hazards through prevention, identification, and elimination; to ensure free flow and the protection of commerce; and to identify and mitigate all threats towards the Port Freeport Community.

The Port Freeport EOC is the heart of these efforts and is a vital part of the emergency coordination infrastructure within the Port Freeport community. The main room is the Command Center and is configured in a classroom style setting (Figure 2). The second room is called the Situation Room and is configured as a conference room (Figure 3). The Data Center houses the current AV hardware.

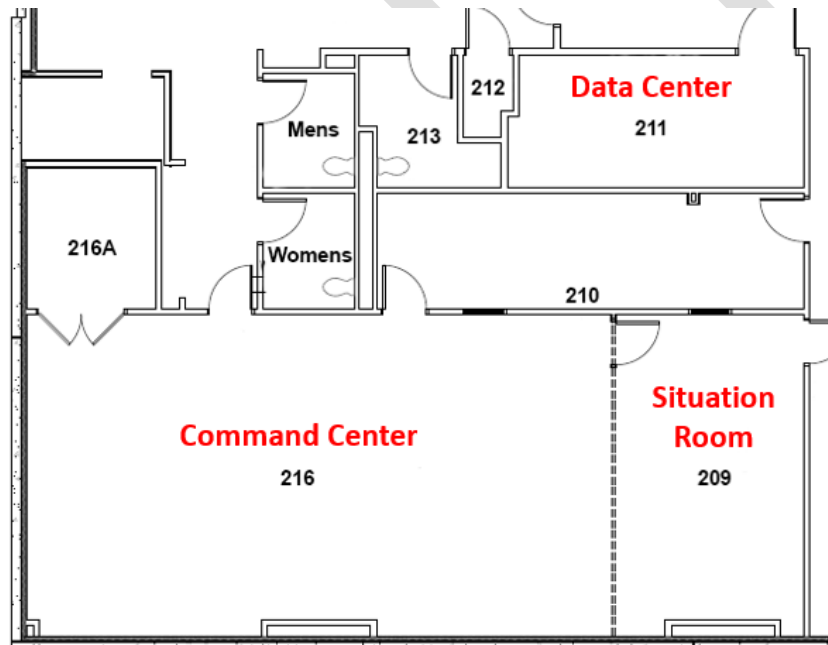


Figure 1: Room Layout



Figure 2: Command Center



Figure 3: Situation Room

CONFLICT OF INTEREST

Port Freeport is firmly committed to making any business decisions based solely on evaluation of offers that Port Freeport believes will provide Port Freeport the best bid. Basic business integrity dictates that Port Freeport's business decisions be objective, be in the best interest of Port Freeport, and be in no way connected to or influenced by any other relationship. By submitting a proposal, the Respondent warrants and certifies on behalf of the Proposing Entity that:

- a) Proposing Entity has not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or any other thing of value or benefit (including employment, contracts or subcontracts relating to Proposing Entity's business) to any Commissioner, official or employee of the Port,
- b) No Commissioner, official or employee of the Port has (directly or indirectly) solicited any such payment or contribution, and
- c) Proposing Entity does not have any Relationship (as that term is hereinafter defined) with any Commissioner, official or employee of the Port. For the purposes of this Contract, a Relationship is defined as:
 - 1) A Commissioner, official or employee of the Port or an affiliate of a Commissioner, official or employee of the Port owns ten percent (10%) of the ownership of the Proposing Entity or ownership in the Proposing Entity with a fair market value of \$15,000 or more; or
 - 2) A Commissioner, official or employee of the Port or an affiliate of a Commissioner, official or employee of the Port has an employment or other business relationship with the Proposing Entity that results in taxable income or receipt of something of value by a Commissioner, official or employee of the Port or an affiliate of a Commissioner, official or employee of the Port; or

- 3) A Commissioner, official or employee of the Port or an affiliate of a Commissioner, official or employee of the Port receives one or more gifts from the Proposing Entity that have a total value of more than \$100 in one 12-month period.

An “affiliate” of a person is:

- a) A family member of the person, related within the first degree by consanguinity or affinity, as defined by Subchapter B, Chapter 573 of the Texas Government Code, or
- b) An entity owned in whole or in part by the person or by a family member of the person related within the first degree by consanguinity or affinity.

If awarded a contract with Port Freeport, the representations, warranties, and certifications made in this section are ongoing and will remain in effect for the term of the project.

INSURANCE AND LIABILITY

Insurance

The contractor shall maintain the minimum level of insurance as required by the Port Freeport Tariff, which can be accessed on the Port Freeport web site (www.portfreeport.com/business-with-the-port/tariffs).

The Policy or Policies shall be endorsed to provide a thirty (30) days prior written notice to Port Freeport in the event of cancellation or material changes in the policy.

Certificate(s) of insurance shall be submitted as evidence to verify that the listed coverages are current.

Port Freeport reserves the right to change established minimum coverage limits for special situations.

Damage

The contractor shall be responsible for any and all damage caused by their employees and/or subcontractors.

PROPOSAL GUIDELINES

RFP Posting

A notice of the RFP shall be posted in the local newspaper, The Facts (www.thefacts.com). Additionally, the RFP will be posted in the Public Notices section of the Port Freeport website, which can be accessed at www.portfreeport.com/freeport-community/contractor-bids. A copy of the RFP can also be

physically picked up at the Port Freeport Emergency Operation Center (EOC) located at 801 Navigation Blvd, Freeport, Texas 77541.

Enquiries

All enquiries related to this RFP shall be sent via email to Chris Hogan, Director of Protective Service at hogan@portfreeport.com.

Information obtained from any other source is not official and shall not be considered.

If there are any deviations to the requirements specified within this RFP, Respondents shall document the deviations in Attachment 1. Proposals failing to document these deviations may be rejected without further consideration.

RFP Timetable

The anticipated schedule for this RFP and contract approval is as follows:

RFP Issued	Friday, January 13, 2023
RFP Closed/Proposal Opening	February 1, 2023, at 3:00 PM
Proposal Award	February 9, 2023

While remaining compliant with State of Texas laws and regulations, Port Freeport reserves the right to adjust these dates as needed.

Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with Port Freeport, if any. Port Freeport shall not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

Confidentiality of Information

Information pertaining to Port Freeport obtained by the Respondent as a result of participation in this RFP is confidential and shall not be disclosed without prior written authorization from Port Freeport senior management.

Modification of Terms

Port Freeport reserves the right to modify the terms of this RFP at any time at Port Freeport's sole discretion. If the RFP is modified, a notice of the new revision shall be posted in the local newspaper,

The Facts (www.thefacts.com). Additionally, the new revision will be posted in the Public Notices section of the Port Freeport website (<http://www.portfreeport.com/freeport-community/contractor-bids>) and available to be physically picked up at the Port Freeport Emergency Operation Center (EOC) located at 801 Navigation Blvd, Freeport, Texas.

This includes the right to cancel this RFP at any time.

Proposal Submissions

The Respondent may submit their sealed proposal in person or by a recognized mail/delivery service to:

- Port Freeport
- Attn: Chris Hogan, Sealed Bid, EOC AV Upgrade
- 1100 Cherry Street
- Freeport, Texas 77541

Any response received after the deadline on the RFP closing date shall not be considered. The responsibility for submitting proposals before the stated time and date is solely the responsibility of the Respondent. Port Freeport shall not be responsible for delays caused by mail, courier service, weather, or any other occurrence.

At minimum, all submissions shall include one (1) written proposal.

At minimum, each proposal shall include:

- 1) Your firm's proposal
 - a. The proposal shall have an executive summary sheet that summarizes the proposal and costs
- 2) Project timeline, which at minimum shall include a planning phase, installation phase, commissioning phase, and project completion with projected milestone dates for each phase.
- 3) Project deviations (see Attachment 1)
- 4) A copy of the Responders insurance
- 5) A list of the CTS-D and CTS-I (or equivalent) certified employees that would be assigned to the project along with the certification type and date of completion or last re-certification date

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which contain outsourcing must include the subcontractor's name, address, years of experience and a description of the organizations project activities.

All proposals must include proposed costs to complete the tasks described within this document. Costs should be stated as one-time/non-recurring costs or monthly/annual recurring costs. All costs must be itemized and clearly described in each proposal.

If applicable, all proposals shall include shipping and handling charges.

All proposals must be signed by an official agent or representative of the company submitting the proposal.

Respondent shall not change the wording of its proposal after submission unless requested by Port Freeport for the purposes of clarification.

All proposals shall be opened at the port Freeport Emergency Operation Center located at 801 Navigation Blvd, Freeport, Texas 77541. The opening of the proposals is open to the public.

Proposal Options

Port Freeport recognizes the existing challenges with the supply chain, especially with electronics. For this reason, Respondents may submit a secondary proposal which utilizes multi-stage installation and/or alternative equipment. For example:

- Option A: Proposal contains the pricing for the whole project.
- Option B: Proposal is broken into multiple stages and/or alternative equipment with shorter lead times. For example:
 - Stage 1: Displays and lectern installation
 - Stage 2: Audio system and camera installation utilizing Sennheiser microphones

If an alternative plan is submitted with the core proposal, the alternate plan shall define the differences with this RFP.

Ownership of proposals

All documents and associated materials submitted to Port Freeport as part of this RFP become the property of Port Freeport. These items shall be received and held in confidence by Port Freeport, subject to the provisions of the Public Information Act located in chapter 552 of the Texas Government Code and the Maritime Security Directives issued by the U.S. Coast Guard under 33 CFR Part 101.405.

Acceptance of proposals

This RFP is not an agreement to purchase goods or services. Port Freeport is not bound to enter into a Contract with any respondent. Proposals shall be assessed by utilizing the qualifications within this document. Port Freeport shall be under no obligation to receive further information, whether written or oral, from any Respondent.

The proposal shall be in English.

Delivery of the proposal shall be in accordance with the requirements specified within this document.

PROPOSAL REVIEW

Proposal Review Committee

Review of Respondents' proposals shall be conducted by the Qualifications Review Committee (QRC) formed by Port Freeport and may include users, employees, Commissioners, and/or contractors of Port Freeport. Parties submitting a proposal may NOT participate on the QRC.

Review and Selection

The QRC shall check Respondents' proposals against the specified criteria. Proposals not meeting all criteria established within this document may be rejected without further consideration.

Each qualified proposal shall be evaluated using a quantitative method for the following topics:

- 50% - Cost of Service: The total cost of the project in relation to the lowest submitted proposal bid.
- 15% - AV Experience: The firm's years of experience of providing AV design and installation services.
- 15% - AV Certifications: The firm having qualified employees to perform design and
- 10% - Safety Rating: The safety rating will be calculated using the OSHA Incident Rate calculation. The actual calculation for the entire firm shall be documented in the proposal (Total number of reportable injuries & illnesses x 200,000 / number of hours worked by all employees).
- 10% - Reputation/Past Performance: The firm's years of experience of providing services in a commercial maritime environment.

Port Freeport reserves the right to request additional information from a Respondent.

Regardless of the factors set forth herein, the Port reserves the right to select the best bid pursuant to Section 60.408(b) of the Texas Water Code.

PROPOSAL SELECTION

Negotiations

Port Freeport may award a contract on the basis of initial offers received, without discussion, or may require Respondents to give oral presentations based on their responses.

Port Freeport reserves the right to enter into negotiations with the selected Respondent, and if Port Freeport and the selected Respondent cannot negotiate a mutually acceptable contract, Port Freeport may terminate the negotiations and begin negotiations with the next selected Respondent. This process may continue until a contract has been executed or all responses have been rejected.

No Respondent shall have any rights in the subject project or property or against the Port arising from such negotiations.

A comprehensive evaluation shall take place on the potential service provider prior to awarding the contract. This comprehensive evaluation may include, but not limited to, financial stability, reputation, legal issues, and overall risk.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Port Freeport and will include scope, budget, schedule, and other necessary items pertaining to the project.

QUALIFICATIONS

Business Requirements

The bidder shall have at least 5 years' experience in the designing commercial level AV systems.

The bidder shall have at least 5 years' experience in the installing commercial level AV systems.

The Certifications

The bidder's design team shall include at least one Certified Technology Specialist – Design (CTS-D) or equivalent.

The installation team shall include at least one Certified Technology Specialist – Installation (CTS-I) or equivalent.

Safety

The bidder shall have a 2021 OSHA recordable is less than 5.0.

PROJECT SAFETY REQUIREMENTS

The successful bidder shall be responsible for providing all applicable personal protective equipment (PPE).

The successful bidder shall follow all applicable OSHA and NFPA standards as required by local, state, and federal rules and regulations.

The successful bidder shall follow all Port Freeport safety requirements as detailed in the Port Freeport Tariff (<https://www.portfreeport.com/business-with-the-port/tariffs>) and the Port Freeport Safety Guidelines (www.portfreeport.com/explore/port-infrastructure/protective-services).

AV EQUIPMENT – COMMAND CENTER

Wall Displays (Command Center)

The Command Center upgrade will include three (3) displays (Figure 4). One of the displays shall be an 86” Newline Q-Series touch display (part #TT-8621Q). The other two displays shall be 65” Newline NT Series non-touch displays (part #EPR7A065NT-000).

The 65” non-touch displays shall be connected to the 86” touch display, so that they can all display the same input. Additionally, each 65” non-touch displays shall have a single wall plate with an HDMI input and a USB Type-C (PD 65W) input/charging connection installed below the display (see below). All specified input types on the plate must be engraved in text.

The connection ports on the front of the 86” display shall not be utilized for any connections. These ports will be utilized as a backup incase the lectern ports become nonfunctional.

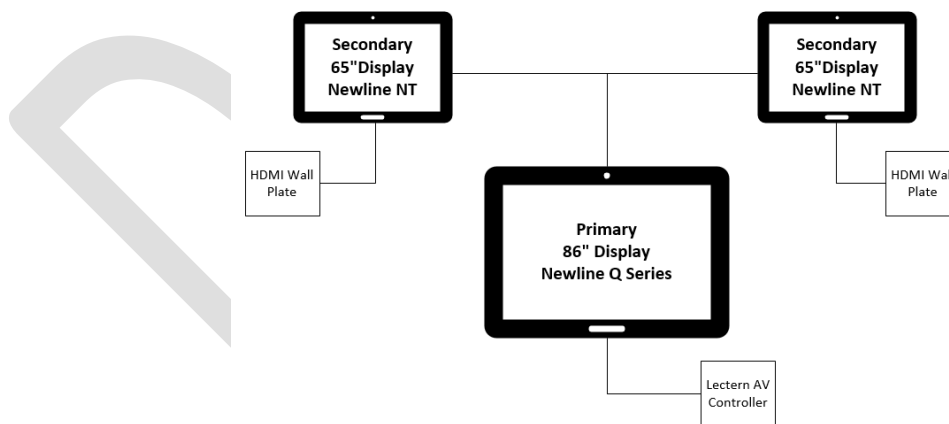


Figure 4: Command Center Display Layout

The new displays shall use the existing NEMA 5-15 power outlets, which are behind the existing displays.

The Bidder shall be responsible removing existing displays and mounting hardware. The 86” touch display and the two (2) 65” non-touch displays shall be mounted to the wall where the current displays are located.

If possible, the new mounted displays shall cover any holes from the decommissioning of the current displays and mounts.

All new mounts shall be of high-quality professional grade and installed according to the manufacturers' specifications. The brackets shall be secured to the display in a manner where it cannot be dislodged from the mount without authorization.

Microphone System (Command Center)

The microphone shall utilize the Shure Microflex Wireless microphone system with the Shure P300-IMX IntelliMix audio conferencing processor. The system shall include the following microphones and applicable networked charging station(s):

- Two (2) Shure MXW1 bodypack transmitters with integrated omni-directional microphone
- Four (4) Shure MXW6/O black omnidirectional wireless boundary microphones
- One (1) Shure MXWNCS8 8-port networked charging station

The microphone system shall utilize the Shure MXWAPT8 access point transceiver to assign clean frequencies to wireless microphones and manages two-way wireless transmission of encrypted audio and control signals.

AV Controller (Command Center)

One (1) Crestron TSW-1070-B-S touch screen shall be installed on the lectern presenter's panel, which shall be controlled with one (1) Crestron RMC4 4-Series control system. The graphical user interface (GUI) shall be configured to be self-intuitive and easy to use.

At minimum, the touch screen shall be used to control:

- Power
 - Command Center 86" Display
 - Command Center 65" Display 1
 - Command Center 65" Display 2
 - Situation Room 75" Display
- Volume
 - Command Center 86" Display
 - Command Center 65" Display 1
 - Command Center 65" Display 2
 - Situation Room 75" Display
- Inputs
 - Lectern Inputs
 - Document Camera

- Streaming Player (i.e., Roku, Apple TV., Fire Stick, etc.)
- 65" Wall Plate Inputs (2)
- Cameras (on/off)

The display shall be configured to have a clearly labeled "MUTE" icon on the screen, which mutes the Command Center displays. A second, different colored "MUTE" icon shall also be on the screen, which mutes Situation Room display.

During the design phase, the successful Bidder shall finalize the controller configuration with Port Freeport. Once Port Freeport approves the configuration, the successful Bidder shall configure the controller and associated touch screen per the manufacturer's recommendations.

HDMI Distribution Amplifier (Command Center)

An Extron DA HD 4K PLUS Series HDMI distribution amplifier shall be installed in the lectern. The amplifier shall be HDCP 2.3 compliant for HDMI signals at resolutions up to 4K/60 @ 4:4:4 chroma sampling.

The unit shall support data rates up to 18 Gbps, HDR, Deep Color up to 12-bit, 3D, HD lossless audio formats, and CEC control, along with integrator-friendly features such as automatic input cable equalization, automatic color bit depth management, and selectable output muting.

The amplifier shall be able to simultaneously distribute HDCP-encrypted content.

HDMI Switcher (Command Center)

The AV system shall utilize an Extron 60-1604-01 SW4 HD 4K PLUS HDMI switcher for signal switching between multiple HDMI sources to a single display.

The switcher shall be HDCP 2.3 compliant, and support data rates up to 18 Gbps, HDR, 12-bit Deep Color, 3D, and HD lossless audio formats.

AV Bridge (Command Center)

A Vaddio 999-8250-000 AV bridge shall be installed in the lectern. The bridge shall have dual HDMI inputs and 4x4 Dante audio matrix.

The AV bridge shall be capable of simultaneous 1080p USB 3.0, HDMI, and IP Streaming Outputs.

Cameras (Command Center)

A Lumens VC-TR1 HD camera shall be mounted on the north wall to capture the presenter. The camera shall be configured to track the presenter as they move within the limits of the camera.

A Lumens VC-R30 HD IP PTZ camera shall be mounted on the west wall and framed to capture as much of the room as possible.

The lectern shall include an Elmo PX-30E document camera in the document camera drawer.

Signal Extenders (Command Center)

To assure the system is future proofed, the AV system shall include HDMI extenders as needed to assure data transmission meets the speed and data transmission requirements with the Premium HDMI Cable Certification Program. HDMI extenders shall be capable of extending 4K@60Hz HDMI video signals over a single Cat6 Ethernet cable and comply with the HDMI 2.0 and HDCP 2.2 specifications and supports up to 18Gbps bandwidth. The preferred extender is the Monoprice 41097 Blackbird 4K HDBaseT Extender Kit.

If USB extenders are required in the design, the USB extenders shall be USB 3.2 Gen 1 (5Gbps). The USB extenders shall be backwards compatible for USB 2.0 and 1.1 devices. The preferred USB extender is the Icron USB 3-2-1 Starling 3251C Series.

Power Distribution (Command Center)

If power strips are needed, the power strip shall include surge protection and noise filtration/line conditioning capabilities.

Lectern (Command Center)

AV equipment shall be rack mounted in a 43" Legrand L5 Series turret top lectern. The lectern Klasik wood kit style with a scarlet cherry wood finish and classic bronze hardware.

The presenter's panel shall be cut to accommodate the AV controller touch panel mentioned previously within this RFP. The cutout shall be outset to the left of the presenter's panel. The actual location shall be approved during the design phase.

The connectivity spot, which is located to the left of the presenter's panel, shall include an audio-visual IP connectivity panel with at least:

- One (1) HDMI port
- One (1) CAT-5 or CAT-6 network connection
- One (1) 3.5mm stereo minijack connector
- One (1) standard NEMA 5-15 power outlet
- Two (2) Class 2, 5 VDC, 3.1A power outlets.

A Middle Atlantic L5 Series gooseneck task light with dimmer LED shall be installed on the bottom of the lectern options panel, which is located to the right of the presenter's panel.

A Dell OptiPlex 3280 all-in-one computer shall be included on the lectern for the presenter. The all-in-one shall be connected to the 86" touch display. The right side of presenter's panel shall include an Ergotron 33-387-085 stand for the presenter's display.

The left side of the lectern shall include a storage drawer.

The right side of the lectern shall be equipped with a document camera drawer.

AV EQUIPMENT – SITUATION ROOM

Wall Displays (Situation Room)

One (1) 75" Newline Z-Series touch display (part # TT-7522Z-UC) shall replace the existing display in the Situation Room.

One of the HDMI inputs shall be connected to the 86" touch display in Command Center, so it can display the same image.

The display input assignments for the Situation Room shall be as follows:

- HDMI: Command Center 86" Display
- HDMI: Conference Table Input
- HDMI: Streaming player (i.e., Roku, Fire Stick, etc.)

The new display shall use the existing NEMA 5-15 power outlets.

The display shall be configured to default to the user profile screen when powered on.

The Bidder shall be responsible removing existing display and mounting hardware. The 75" touch display shall be mounted to the wall where the current displays are located.

If possible, the new mounted display shall cover any holes from the decommissioning of the current display and mount. All new mounts shall be of high-quality professional grade and installed according to the manufacturers' specifications. The brackets shall be secured to the display in a manner where it cannot be dislodged from the mount without authorization.

Microphone System (Situation Room)

The integrated 8-microphone array on the 75" display shall be utilized for the microphone system in the Situation Room.

AV Controller (Situation Room)

One (1) Crestron TS-770-B-S tabletop touch screen shall be utilized in the Situation Room. The touch screen shall be positioned on the conference table through Grommet 1 (see Figure 5) with at least three (3) feet of cable slack.

The touch screen shall be controlled with one (1) Crestron RMC4 4-Series control system.

The graphical user interface (GUI) shall be configured to be self-intuitive and easy to use.

At minimum, the touch screen shall be used to control:

- Power
 - Situation Room 75" display
- Volume
 - Situation Room 75" display
- Inputs
 - Conference Table Inputs (i.e., Crestron FlipTop2's)
 - Command Center 86" Display
 - Streaming Player
- Cameras (on/off)

The display shall be configured to have a clearly labeled "MUTE" icon on each screen, which mutes the Situation Room display speakers.

During the design phase, the Bidder shall finalize the controller configuration with Port Freeport. Once Port Freeport approves the configuration, the Bidder shall configure the controller and associated touch screen per the manufacturer's recommendations.

Connectivity Panel (Situation Room)

A Crestron FlipTop2, FT2-500-PTL, shall replace the existing Grommet 2, which is currently a 4" grommet (see Figure 5).



Figure 5: Connectivity Panel Location

The new Crestron connectivity panels shall be configured as followed for Grommet 1 (Figure 6):

- Top Row Slots 1/2: One Touch Retractor – HDMI Module
- Top Row Slot 3: Pass-Through Plate (for the Crestron touch panel)
- Top Row Slot 4: USB-C/A Charging Module
- Bottom Row: 1: USB-C/A Charging Module
- Bottom Row Slots 2/3/4: US Dual (Type B) Power Module



Figure 6: Replacement panel for Grommet 1

The FlipTop2 HDMI module shall be connected to the display input on the 75” Situation Room display.

The cables shall neatly run along the underside of the table and into a cable raceway on the surface of the floor to the wall under the displays. The cables shall penetrate the base of the wall and be fished up to the existing passthrough behind the current display. A professional looking wall plate shall be utilized at the location of the wall penetration.

There are two floor boxes with standard outlets under each end of the table.

Conference Phone (Situation Room)

An Avaya B179 conference VoIP phone shall be provided as part of this project, but Port Freeport will be responsible for the installation and configuration.

Cameras (Situation Room)

The 4K camera on the 75" Z-Series display shall be utilized for video in the Situation Room.

Signal Extenders (Situation Room)

To assure the system is future proofed, the AV system shall include HDMI extenders as needed to assure data transmission meets the speed and data transmission requirements with the Premium HDMI Cable Certification Program. HDMI extenders shall be capable of extending 4K@60Hz HDMI video signals over a single Cat6 Ethernet cable and comply with the HDMI 2.0 and HDCP 2.2 specifications and supports up to 18Gbps bandwidth. The preferred extender is the Monoprice 41097 Blackbird 4K HDBaseT Extender Kit.

If USB extenders are required in the design, the USB extenders shall be USB 3.2 Gen 1 (5Gbps). The USB extenders shall be backwards compatible for USB 2.0 and 1.1 devices. The preferred USB extender is the Icron USB 3-2-1 Starling 3251C Series.

Power Distribution (Situation Room)

If power strips are needed, the power strip shall include surge protection and noise filtration/line conditioning capabilities.

EQUIVALENT EQUIPMENT

Alternative equipment may be included in the proposal. If used, please list equivalent equipment in Attachment 1 along with how it is equivalent or better than the equipment specified within this RFP.

DISPLAY CONFIGURATION

The Q-Series displays shall be configured with two (2) user accounts.

- Port Freeport
- Guest

Once the user logs in, the display shall open to the Newline Launch Control screen.

In the Newline Launch Control screen, the display description information shall be as follows in the Command Center:

- Line One: Port Freeport EOC
- Line Two: Command Center

In the Newline Launch Control screen, the display description information shall be as follows in the Situation Room:

- Line One: Port Freeport EOC
- Line Two: Situation Room

VIDEO CONFERENCING

The following technologies are the standard video conferencing solutions used at Port Freeport in the EOC:

- Zoom
- GoToMeeting
- Microsoft Teams

For the Port Freeport user account, each room shall be configured with Zoom as the main video conferencing solutions within Newline Launch Control on the Q-Series displays. GoToMeeting and Microsoft Teams apps shall be added to the App & Links section of Launch Control on the Q-Series displays.

For the Guest user account, Zoom, GoToMeeting, and Microsoft Teams apps shall be added to the App & Links section of Launch Control on the Q-Series displays.

During a video conference call in the Command Center, the AV system shall be capable of transmitting the 2 camera views. For the Situation Room, the AV system will utilize the display's camera during video conferencing.

MISCELLANEOUS ITEMS

Training

All proposals shall include at least 4 hours of training for Port staff on the use of the equipment.

The successful bidder shall provide two (2) hardcopy binders and one (1) digital file containing all user manuals for all equipment and recommended maintenance if applicable.

Decommissioned Equipment

The Port shall be responsible for transportation, storage, and/or disposal of all decommissioned equipment.

WORKMANSHIP & QUALITY

Equipment Racks

All racks should be enclosed. Racks installed in cabinetry (ex. lecterns) should have a rear access. All racks will be assembled per the manufacturer's guidelines/instructions for assembly.

In some cases, accessories such as doors and side panels will be installed and checked for proper fit, but then temporarily removed to aid in the subsequent loading/populating and cabling of the rack.

Once all rack parts and accessories are fully assembled, final adjustments will be made before the loading/populating of AV equipment. This includes the final adjustment and location for the front, mid, and rear rack rails, and all vertically mounted accessories such as vertical cable management.

All mounting will adhere to serviceability, electrical interference, cable, and thermal management requirements as part of the design decisions documented prior to the rack building. Fixing/fastening of AV equipment to one another is not acceptable unless specified by the manufacturer. Fully tighten all fixings/fasteners. The use of fastening methods relying on adhesives is not acceptable.

Elements of proper cable management include cable handling, serviceability, and signal separation. Pay careful attention to placement and support of individual cables and cable looms in horizontal and vertical space.

Cable separation shall follow AVIXA F502.01:2018.

At the completion of the build process, clean the rack area to remove all dirt, dust, and debris. Remove all temporary labeling, ties, and tape. Remove stray wire pieces, cable offcuts, tie cut-offs and other debris.

Lecterns

Mount audiovisual equipment within the lectern assembly with specifications determined during the design phase.

All lectern designs shall include a lockable, enclosed cabinet section to secure the AV equipment. Any lockable sections will be keyed to restrict unauthorized access. Open sections and/or drawers shall be accessible for users' AV equipment.

The cables for the device connections will be routed through the lectern. Cable management and trip protection is required when the connections are running over the carpet. If possible, all power and network outlets will be provided inside the lectern/podium cable cubby. The cable path should be adequate in capacity to allow all signal cables and future expansion.

Final lectern designs will be determined during the design phase.

Ventilation

Regardless of the location, there must be adequate ventilation (air flow) to prevent unacceptable temperature rise. Cooling and ventilation characteristics will vary according to the AV equipment. The bidder will determine the thermal units in a system to provide the best cooling system.

The lectern shall have fan(s) and airflow vents. Mechanical devices that contain moving parts, such as fans, located in or near the lectern, should have minimum noise.

Cable Management

All cabling shall be inspected and tested. All network cabling shall test under the ANSI/TIA 568 C.2 standard with a certified tester. For all non-networking cable, the cable shall be visually inspected for any damage. Additionally, the cabling shall be tested for shorts and ground faults.

The Bidder must provide evidence that the tester(s) used has a current calibration less than a year old.

All cables shall be one continuous run from device to device (i.e., no slicing).

All HDMI cabling shall be Certified Premium HDMI cables tested and certified by an HDMI Authorized Test Centers to ensure they support high-bandwidth HDMI 4K specification-enabled features.

Exposed cables shall be placed in cable concealers on walls. If cable concealers are used, they shall match the surface color as close as possible. Exposed cables on the floor shall be placed inside a cable floor cover. Cables under the conference table shall be out-of-the-way and well-organized.

Warranty

At minimum, there shall be a one (1) year warranty on all equipment and devices.

At minimum, there shall be a one (1) year warranty on workmanship.

ATTACHMENT 1: DEVIATIONS

DESCRIPTION OF DEVIATION	REASON/RECOMMENDED REPLACEMENT

DRAFT

PRINT NAME

DATE

SIGNATURE