

REQUEST FOR PROPOSAL
FOR
COUNCIL CHAMBER – AUDIO VISUAL PROJECT

THE TOWN OF SWAN RIVER



Closing Date: December 12th, 2025

Closing Time: 2:00pm CST

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1.0 ABSTRACT

The Town of Swan River (the Town) seeks quotations for a professional, reliable, and cost-effective audio/visual system for use in our Council Chambers. The system will support Microsoft Teams meetings, recording of council proceedings, and potentially compatible with livestreaming of public sessions,. Our goal is to improve accessibility, transparency, and communication during meetings while ensuring ease of use for staff.

2.0 INTRODUCTION

The Town of Swan River is a municipality in Manitoba's Parkland Region. While this project is **not budgeted for the 2025 fiscal year**, we are actively seeking proposals to **plan and budget for implementation in 2026**.

The objective of this Request for Proposals (RFP) is to select a bidder to provide a **professional, reliable, and cost-effective audio/visual system** for our Council Chambers.

3.0 INSTRUCTIONS

3.1 CLOSING TIME AND CONTACT INFORMATION

Hard Copy Proposals shall be clearly marked with the bidder's name and address and the RFP title as shown on the title page shall be received:

Hand delivered or mailed to:	Town of Swan River
	Box 879
	439 Main St.
	Swan River, MB R0L 1Z0

No later than: December 12, 2025, **2:00pm CST**

The Town shall not be responsible for proposals delivered to wrong addresses or that are not received prior to the closing date and time. It is the sole responsibility of each bidder to ensure their proposal(s) are received as intended. Late proposals will not be considered or opened.

3.2 AMENDMENTS TO PROPOSALS

Amendments to proposals will be accepted as per instructions set out in section 3.1.

3.3 ADDENDA

If the Town determines that additional information is necessary— either in response to questions received from bidders or because new information arises—an addendum will be issued. All addenda shall be posted on the Town website, and it will be assumed that each bidder submitting a proposal will have received the addenda as posted.

3.4 INQUIRIES AND TOWN OF SWAN RIVER REPRESENTATIVE

All inquiries and technical questions related to this RFP shall be directed to the Town of Swan River representative(s) noted below:

Uriah Waldner
Executive Assistant
Ph: 204-734-4586 ext. 207

3.5 OPENING OF PROPOSALS

Proposals shall be opened in the Town of Swan River Municipal Office, December 12, 2025, at 2:01 pm CST.

4.0 PROPOSAL CONTENT

All proposals shall include the following information:

1. A completed copy of Schedule A – Proposal Form.
2. The bidder's plan to complete the audio-visual project:
 - a. Total Microphones: 11
 - i. Councilors (horseshoe desk): 7 individual microphones
 - ii. Chief Administrative Officer (CAO desk): 1 microphone
 - iii. Directors (Directors Desk): 2 microphones
 - iv. Public Use (Delegation Table): 1 microphone for delegations and public hearings.

This one is posted on a mobile table so the mic should be movable.
 - b. Camera System
 - i. High-quality meeting recording functionality
 - ii. Compatible with Microsoft Teams and Zoom
 - iii. Potential for livestreaming capabilities
 - c. Speaker System
 - i. Installation of high-quality speakers and other required equipment for clear audio throughout the chamber
 - ii. If needed, sound control panel for managing audio levels and system settings
 - d. Display System
 - i. Potential upgrade to new TV screens
 - ii. Existing TVs may be sufficient; assessment required
 - e. Logistics & Support
 - i. Delivery costs to Swan River, MB
 - ii. Labour costs for installation and setup
 - iii. Training for office staff on operating and maintaining the AV equipment
3. Project Timeline: This project is not included in the 2025 budget; however, we intend to complete the proposal process and secure approval for implementation in 2026. Vendors should provide estimated timelines for delivery, installation, and training to assist with planning and budgeting.
4. Qualifications: a description of the bidder's capabilities, including examples of relevant experience.
5. References: at least three references from organizations where similar audio/visual systems have been installed. Please include the organization's name, contact person with email/phone number, and a brief description of the project done for them (preference for municipal councils or other public meeting spaces).
6. Project Organization: the composition of the proposed team, if any, including:

- a. Project team members;
 - b. Description of the roles of the team members; and
 - c. Level of experience of the team members specific to project.
- 7. Cost Breakdown: a detailed cost breakdown for the proposed services, showing the total cost for the performance of all services, expenses, materials, deliverables, and software/hardware costs (if applicable), to be used for completion of the project. Total cost shall be in Canadian dollars, including applicable GST/PST.

5.0 Supporting Attachments

- 5.1 *Council Chamber Dimensions: 21' (W) X 41.33' (L) X 18' (H)*
- 5.2 See Schedule B for a diagram of the Chambers.
- 5.3 See Schedule C for Pictures of the Chamber and desks.
- 5.4 The model of the two televisions in the Council Chambers:
 - 5.4.1 65" Smart 4K TV, RCA Smart Virtuoso, Model RNSMU6536

6.0 EVALUATION AND SELECTION

6.1 GENERAL

The evaluation of proposals will be conducted at the Town's sole discretion and may include consultation with others, references, etc. Any information obtained by the Town, whether provided by the bidder or not, may be used in the evaluation process.

The Town intends to evaluate proposals based on the best overall value to the Town of Swan River in its sole discretion.

The Town is not obligated to complete a detailed evaluation of all proposals and may, at its discretion, after completing a preliminary review of all the proposals, identify and drop from the detailed evaluation any proposal that the Town deems is not fit for further consideration.

Contract award is subject to the Town policies, procedures and bylaws, including funding approval, and may require approval by the elected Council of the Town.

6.2 EVALUATION PROCESS

The Town may, at its discretion, request clarifications or additional information from a bidder and the Town may make such requests to selected bidder(s) only. The Town may consider such clarifications or additional information in evaluating a proposal.

Bidders are advised that no information relating to the Town's process will be given out after the closing date or while the evaluation and selection process is underway. Bidders are asked to refrain from contacting the Town during the evaluation process.

Bidders will be advised of the outcome of the process after it is concluded, whether by the award of a contract or by cancelling the RFP process without contract award.

6.3 LITIGATION

In addition to any other provision in the RFP, the Town reserves the right to, at its absolute discretion, reject a proposal if the bidder, or any officer or director of the bidder submitting the proposal, is or has been engaged directly or indirectly in a legal action against the Town, its elected or appointed officers, representatives or employees in relation to any matter.

6.4 NEGOTIATION

The Town reserves the right to:

- A. Enter into a contract with the preferred bidder;
- B. Enter into discussions or negotiations with the preferred bidder(s) to finalize the terms of the contract, including financial terms. If discussions are successful, the Town and the preferred bidder(s) will finalize the contract; or
- C. If at any time, the Town reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the Town shall give the preferred bidder(s) written notice to terminate discussions, in which event the Town may then terminate this RFP without contract award.

7.0 GENERAL CONDITIONS

7.1 NO TOWN OBLIGATION

This RFP is not a tender and does not commit the Town in any way to select a preferred bidder, or to proceed to negotiations for a contract, or to award any contract. The Town reserves the right to reject all proposals and to terminate this RFP process at any time.

7.2 NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these general conditions, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal, each bidder shall be deemed to have agreed that they have no claim.

7.3 CONFLICT OF INTEREST

Bidders should disclose in their proposal any actual or potential conflicts of interest and existing business relationships it may have with the Town of Swan River, its elected or appointed officials or employees. The Town may rely on such disclosure.

7.4 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All proposal submissions submitted under this RFP become the property of the Town and will not be returned to the bidder. The Town advises bidders that their proposals may be subject to the provisions of Manitoba's Freedom of Information and Protection of Privacy Act.

7.5 DISPUTE RESOLUTION

All claims, disputes or issues between the Town and the Contractor shall be decided by mediation or arbitration, if the parties agree, or upon failing to come to agreement, in a Court of competent jurisdiction within the Province of Manitoba and governed by the laws of Manitoba.

8.0 SCHEDULE "A" - PROPOSAL FORM

RFP PROJECT TITLE: TSR - Council Chamber – Audio Visual Project

NAME OF BIDDER: _____

Contact person: _____

Address: _____

Phone: _____

Email: _____

Postal Mailing Address: **Town of Swan River**
Box 879
Swan River MB
R0L 1Z0

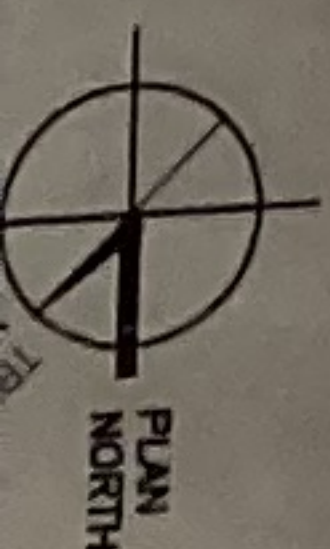
Drop off Address: **Town of Swan River**
439 Main St.
Swan River MB
R0L 1Z0

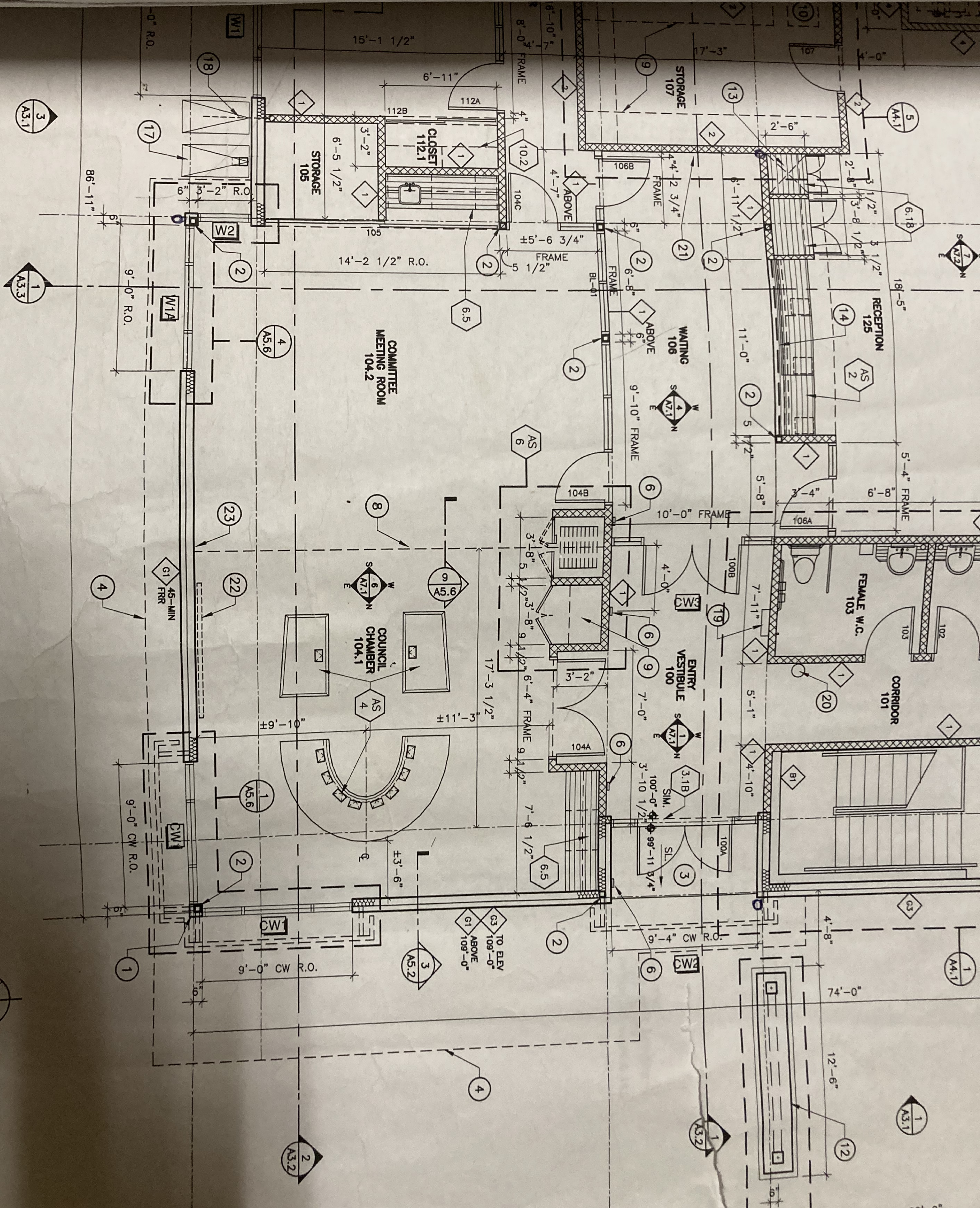
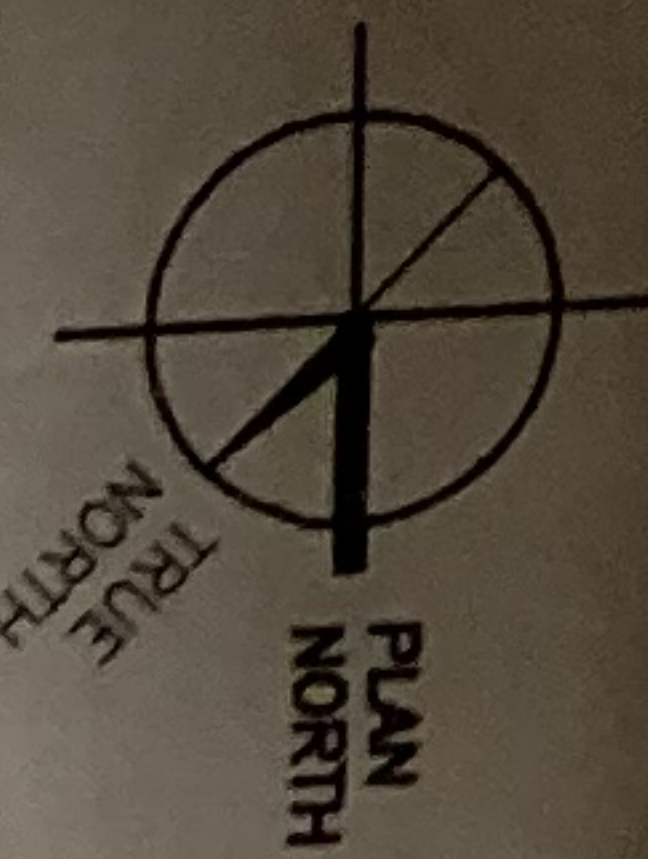
I/We, the undersigned duly authorized representative of the bidder, having received and carefully reviewed all of the proposal documents; including the RFP and any issued addenda and having full knowledge of the scope(s) submit this proposal in response to the RFP. We are including comprehensive information as requested.

Signature of authorized Representative

Print Name of authorized Representative

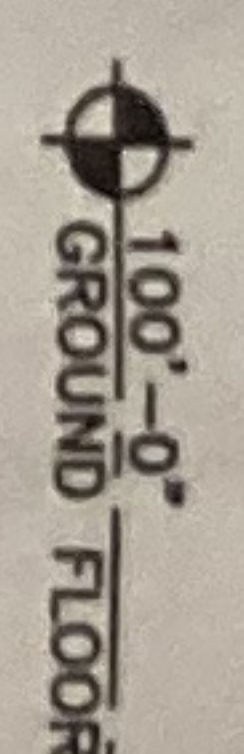
GROUND FLOOR PLAN





SWAN

7'-0"



EAST ELEVATION

- (15) HOLLOW METAL DOOR & FRAME, PAINT FINISH, COLOUR TO BE SELECTED BY ARCHITECT.
- (16) STANDING PYLON W/ PORCELAIN TILE VENEER ON ICF CONCRETE FOUNDATION, TIED INTO CANTILEVERED ROOF. REFER TO STRUCTURAL
- (17) FLAT-CUT ALUMINUM LETTERS, 20" HIGH, PIN MOUNTED W/ BAKED ENAMEL FINISH, COLOUR TO BE SELECTED BY ARCHITECT. DUPLICATED BOTH SIDES OF PYLON.
- (18) FLAT-CUT ALUMINUM LOGO, APPROX. 60"x36", PIN MOUNTED W/ BAKED ENAMEL FINISH, COLOUR TO BE SELECTED BY ARCHITECT. DUPLICATED BOTH SIDES OF PYLON.
- (19) STEEL CHANNEL 'FALSE' CANOPY ASSEMBLY W/ ELECTROSTATIC PAINT FINISH, COLOUR TO BE SELECTED BY ARCHITECT.
- (20) SNOW DAM(S) ASSEMBLY W/ ELECTROSTATIC PAINT FINISH, COLOUR TO BE SELECTED BY ARCHITECT.

Pink Brown

CEMENT PLASTER STUCCO
W/ ACRYLIC PNT. FINISH,
FIELD COLOUR

Chopped

CEMENT PLASTER STUCCO
W/ ACRYLIC PNT. FINISH,
ACCENT COLOUR #1

CEMENT PLASTER STUCCO
W/ ACRYLIC PNT. FINISH,
FIELD COLOUR

CEMENT PLASTER STUCCO
W/ ACRYLIC PNT. FINISH,
FIELD COLOUR

Silver Co Parcel

















V-34

D-34

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