

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT

Request for Proposals

Audio Visual Upgrade McClay Road Branch

February 24, 2026

REQUEST FOR PROPOSALS

Audio Visual Upgrade McClay Road Branch

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The St. Charles City-County Library is requesting proposals from a qualified company to establish a contract to provide an Audio Visual system upgrade for the McClay Road Branch library's two meeting rooms for the Library District.

To be considered as responsive, Proposers must respond to this solicitation in accordance with the requirements, specifications, terms, and provisions as described and set forth herein. Proposals must embrace a concept that the successful Proposer will satisfy all of the objectives in the most cost-effective and efficient way possible as outlined in this document.

The Proposal must be received no later than 3:00 p.m. on Tuesday, March 31, 2026 by:

Mr. Zach Campbell, IT Services Manager
St. Charles City-County Library District
77 Boone Hills Drive
St. Peters, Missouri 63376

To preserve the integrity of the selection process, questions regarding this Request for Proposals should only be directed to Mr. Zach Campbell, IT Services Manager. If you have any questions, please contact Mr. Campbell at zcampbell@stchlibrary.org prior to 3:00 PM, CT, on Friday, March 13, 2026.

A Site Visit will be held on Tuesday, March 3, 2026 at 8:30 am at the McClay Road Branch, 2760 McClay Road, St. Charles, MO 63303

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT

Request for Proposals
Audio Visual Upgrade McClay Road Branch

PROPOSAL SCHEDULE

RFP Issue Date:	Tuesday, February 24, 2026
Description:	The St. Charles City-County Library District (the “Library”) requests the submission of proposals from qualified companies to provide an Audio/Video system upgrade for the McClay Road Branch location.
Website address:	https://stchlibrary.org/bids-and-rfps
Proposal Delivery Address: (by mail or hand delivered)	St. Charles City-County Library District Mr. Zach Campbell, IT Services Manager 77 Boone Hills Drive St. Peters, MO 63376 <i>Proposals hand delivered to the Library’s Central Services Building should be placed in the package drop box located on the building’s delivery dock</i>
RFP Administrator:	Mr. Zach Campbell, IT Services Manager 636-441-2300 x1557 zcampbell@stchlibrary.org
Site Visit:	Tuesday, March 3, 2026 at 8:30 am at McClay Road Branch, 2760 McClay Road, St. Charles, MO 63303
Written Questions Due:	Friday, March 13, 2026 by 3:00 pm CT Email questions to: Mr. Zach Campbell, IT Services Manager, at zcampbell@stchlibrary.org
Response to Written Questions by Addendum:	Friday, March 20, 2026 by 10:00 am CT Addendum available at https://stchlibrary.org/bids-and-rfps
Proposals Due:	Tuesday, March 31, 2026 by 3:00 pm CT
Notice of Award:	Wednesday, April 29, 2026. Upon Board of Trustees Approval

BACKGROUND

The Library is a political subdivision of the State of Missouri. The Board of Trustees (“Board of Trustees”) of the Library is a body corporate with all the powers and rights of like or similar corporations serving more than 420,000 residents.

All management and control of the Library is vested in a Board of Trustees consisting of nine Trustees appointed by the County Executive of St. Charles County or Mayor of the City of St. Charles. The Trustees serve staggered three-year terms.

The Board of Trustees appoints a qualified librarian who holds that office at the Board of Trustees’ pleasure as the Chief Executive Officer (“CEO”) of the Library.

As a condition to the contract award, the selected company is required to enter into a contract with the Library substantially in the form of a Professional Services Agreement.

SCOPE OF WORK

The Library intends to engage a qualified company to provide an audio/visual system upgrade for the McClay Road Branch location as directed by the Board of Trustees and the CEO.

Company Responsibilities

1. The goal of the audio/visual system upgrade project (the “Work”) is to provide a robust, consistent and optimal audio/visual system upgrade that creates a user friendly experience for both Library customers and staff. The Library will select the proposal that is most advantageous to this goal and its mission.
2. The successful Proposer will meet all requirements necessary and furnish all labor, services and materials for the timely and proper completion of the Work and provide ongoing system maintenance and support including, but not limited to, periodic upgrades and enhancements.
3. After the site visit scheduled at the McClay Road Branch Tuesday, March 3, 2026 at 8:30 am, the Proposer is required to provide a detailed proposal to include the following:

Provide an audio/visual system for two meeting rooms that can be run separately or combined. The Library is searching for 2 large screen digital displays, sizes suggested by the Proposer based on the use case, USB dongle extenders to be used with a Library provided wireless keyboard and mouse and a computer that the Proposer will mount with the audio/visual equipment, 1 HDMI wall input plate in meeting room B, 1 HDMI wall input plate in meeting room A, a system controller in both meeting rooms, and 2 data runs for the Library provided computers. The Proposer will remove and dispose of the old audio/visual system. The Proposer will provide location-based training of new equipment for Library staff. The requirements for each meeting room are detailed below and floor plans with the meeting room and IT data closet highlighted in Attachment A.

Meeting Room A:

- 1 large digital display
- 1 HDMI wall input plate
- 1 USB Dongle extender to work with the Library’s provided wireless keyboard and mouse and computer
- 1 data run to the IT Data Closet
- 1 wall mounted system controller
- Install the Library provided computer

Meeting Room B:

- 1 large digital display
- 1 HDMI wall input plate
- 1 USB Dongle extender to work with the Library’s provided wireless keyboard and mouse and computer
- 1 data run to the IT Data Closet
- 1 wall mounted system controller
- Install the Library provided computer

- 2 ceiling speakers

The Proposer will evaluate the Library's meeting room and make recommendations based on the requirements outlined above.

The Proposer is to provide detailed proposal pricing for the equipment and all other portions required for this project. This scenario will require company driven implementation, which shall include but shall not be limited to:

- (a) Removal of existing equipment;
- (b) Delivery of new equipment to the McClay Road Branch
- (c) Set-up of new equipment with all requirements and specifications detailed above
- (d) Location-based training of new equipment for Library staff

2. **COVER LETTER**

- (a) Must indicate that the signer is authorized to bind the Proposer contractually and must identify the title or position of the signer. The letter shall also contain the following:
 - (i) The name of the Proposer, and address and telephone number.
 - (ii) A statement that the Proposer is willing and able to perform the services required for a successful engagement.
 - (iii) The name of the individual within the Proposer, who will be the primary contact concerning this engagement.
 - (iv) A statement that the Proposer is submitting a Proposal for Audio Visual upgrade.
- (b) An unsigned submission shall be rejected.

3. **PROPOSAL CONTENT** The Request for Proposals will be used to measure the qualifications of the proposing companies. The proposal shall contain the following information at a minimum:

- (a) General Information About the Company. Please provide a brief description of the company, including the financial strength of the proposing company.
- (b) Qualifications. The proposal must clearly identify the company's qualifications, competence and relevant experience in providing the Scope of Work described in this Request for Proposals. This should include demonstrations of ability to perform projects comparable in design, scope and complexity.

- (c) Personnel. Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the company. Identify the individuals proposed to serve the Library; specify their capacity and roles; and include a brief resume for each, including the qualifications of the individuals to manage the Project. When giving an oral presentation, only those individuals listed will be invited to participate.
- (d) Proposer's Project Preliminary Management Plan. Please provide your proposed management plan for the Project. This plan shall be considered preliminary. Once hired, the successful Manager will work with the Library to refine the Manager's project management plan to best suit the Library's needs. For the purposes of the proposal, the Preliminary Management Plan shall demonstrate the proposing Manager's Anticipated staffing (including staff shared among projects), trailer/office locations and overall methodology to managing the projects, including allocation of resources.
- (e) References. Please include references from owners for whom Audio Visual upgrades have been performed. Proposals should include the name, title, organization and telephone number for no more than five references for which your company has provided similar services.
- (f) Compliance. The proposal must demonstrate the company's good faith efforts to achieve compliance with federal, state and local affirmative action requirements.
- (g) Systems. Proposals should include demonstration of successful management systems which have been employed for the purposes of estimating, scheduling and cost controls.
- (h) Conflict of Interest. If your company believes that a conflict of interest may arise, describe the nature of the conflict and the proposed resolution of the conflict. Further, please describe whether the company or any of its employees has any interests or relationships which might conflict with or compromise the expectations of the Library in providing the services set forth in this Request for Proposals.
- (i) Financial Interest. Please disclose any professional or personal financial interest which could be a possible conflict of interest in representing the Library.
- (j) Fees. Discuss the manner and rate at which the Proposer expects to be compensated for the services described in the Scope of Work.
- (k) Other Factors. Discuss any other factors which your company believes should be considered by the Library.

SELECTION PROCEDURES

1. Proposals will be reviewed by a Selection Committee on behalf of the Library composed of representatives of the Library.
2. The proposal will be used to measure the qualifications of the Proposers and to measure the Proposer's understanding of the Scope of Work required and its prior experience.
3. Upon receipt of proposals, the Selection Committee will complete a review of all qualifications to establish responsiveness to this Request for Proposals according to the submission of required documents on the part of the Proposer.
4. Upon establishment of responsiveness, the Selection Committee will thoroughly review and rate each Proposer's proposal based on the Evaluation Factors.
5. Services will be provided by the company with the lowest and best proposal based on consideration of the Evaluation Factors.
6. Proposers may be asked to make a presentation to the Selection Committee.
7. The Selection Committee will make a recommendation to the CEO who will make a recommendation to the Board of Trustees.
8. The Selection Committee may terminate the selection process at any time and reject any and all proposals.

EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

1. Fees for overhead and profit, including the manner and rate at which the Proposer expects to be compensated for each of the phases described in the Scope of Work.
2. Qualifications and experience of the Proposer.
3. Demonstrations of Proposer's ability to perform projects comparable in design, scope, and complexity to the Project.
4. Demonstration of good faith efforts to achieve compliance with federal, state, and local affirmative action requirements.
5. Financial strength of Proposer.
6. Qualifications of Proposer personnel who will manage the Project.
7. Demonstration of successful management systems which Proposer has employed for the purposes of estimating, scheduling, and controlling costs.
8. References from owners for whom Audio Visual upgrades have been performed.

AWARD

1. The right is reserved by the Board of Trustees to cancel the Request for Proposals or reject in whole or in part for good cause any and all proposals when in the best interests of the Library and to waive any irregularity or informality with respect to any proposals.
2. The Library reserves the right to split awards, make multiple awards and to reject any and all proposals.
3. Awards will be made by the Board of Trustees to the Proposer with the best proposal in accordance with the Selection Procedures and Evaluation Criteria.
4. All Proposers will be notified of the Library's selections as soon as possible.
5. The successful Proposer will be issued a Notice of Award. Within 10 business days, such Proposer shall provide the following minimum documentation:

- (a) Proof of the appropriate insurance coverage:
 - (i) General Liability - Commercial general liability insurance must include bodily injury and property damage liability, independent contractor's liability, and contractual liability.
 - a. \$1,000,000 each occurrence/\$1,000,000 general aggregate
 - (ii) Worker's Compensation and Employee Liability - Missouri statutory amount (mandatory)
 - (iii) Auto
 - a. \$1,000,000 combined single limits
 - (iv) Professional Liability—\$1,000,000
 - (v) Additional Endorsement: Additional Named Insured:

St. Charles City-County Library District
77 Boone Hills Drive
Saint Peters, MO 63376

Vendors, Contractors and Companies shall name the St. Charles City-County Library as an additional insured on their general and auto liability insurance policies. Proof of insurance must be on file before a vendor is allowed access to Library facilities.

- (b) Federal Taxpayer Identification Number.
- (c) Evidence that the Proposer is authorized to do business in Missouri.
- (d) Evidence that the Proposer is a licensed professional in the State of Missouri in good standing.

6. All Proposers on Library contracts for services in excess of \$5,000 must provide the Library with documentation and a sworn affidavit, with respect to employees working in connection with the contracted services, affirming enrollment in a Federal Work Authorization Program (“FWAP”). The affidavit shall also provide that the Proposer does not knowingly employ any person in connection with the contracted services who is an unauthorized alien. Such affidavits must be provided with a bid or response to a request for proposal. Subcontractors must provide similar affidavits to its general contractors when the general contractor hires the subcontractor. A contractor or subcontractor is not required to perform an electronic verification check on employees hired before January 1, 2009.

Attachment A

Floor Plan

2760 McClay Rd, St Charles, MO 63303

ST. CHARLES CITY COUNTY LIBRARY:
McClay BRANCH LIBRARY
EXISTING

June 27, 2022
product architecture+design

- IT Closet
- Meeting Rooms
- Screens

Room Dimensions
45' 1" x 23'
10' Ceiling

