



# RFQ 2025-03: Conference Room Audio/Visual Equipment and Furniture

## Quote Response Instructions

MetroPlan Orlando is seeking quotes for the following audio-visual equipment and furniture for conference room upgrades. Quotes may be submitted for some or all equipment listed. All equipment must be new in box, and unopened. MetroPlan Orlando is looking to have all equipment delivered by Friday, April 25, 2025 (if feasible).

- Biamp MRB-L-X400-C
- Biamp Parlé VBC 2500a
- C2G C2G54278
- C2G C2G54535
- ClearOne Unite 160 4K Camera
- ClearOne Wall Mount 150 for Unite
- Humanscale Seating WLT1B10R10
- Salamander Designs UHL30BM1/G/S/SG
- Samsung QB75C
- Samsung QE65C
- Strong SM-CB-T-L

Responders must be able to legally do business in the State of Florida and must not be on the debarment and/or suspension list with the US Government, any Federal Agency, or the State of Florida.

### Due Dates:

1. Quotes must be received no later than **12:00 p.m., Wednesday, April 2, 2025**
2. Questions about this RFQ must be received by **12:00 p.m., Wednesday, March 26, 2025**
  - a. Must be in writing
    - i. Email to [RFP@metroplanorlando.gov](mailto:RFP@metroplanorlando.gov)
    - ii. Mail to Director of Finance & Administration, MetroPlan Orlando, 250 South Orange Avenue, Suite 200, Orlando, FL 32801
  - b. All questions and responses will be posted on the MetroPlan Orlando website within two (2) business days of receipt.

### Submittal Requirements:

1. Quote package must be emailed to [RFP@metroplanorlando.gov](mailto:RFP@metroplanorlando.gov)
  - Subject: "RFQ 2025-03: Conference Room Audio/Visual Equipment and Furniture"

2. Include one (1) Excel version of the completed Quote Sheet
3. Include one (1) signed Affidavit Regarding Labor and Services  
\*Located at <https://www.metroplanorlando.gov/about-us/doing-business-with-us/>
4. Include a current W-9.
5. Responders are also encouraged to register on our vendor portal to receive future bid opportunities via email. <https://metroplanorlando-vendor.aclarian.com/home>

## Other Quote Information:

MetroPlan Orlando reserves the right to accept or reject any and all Quotes without cause, to waive technicalities, and/or whose award will, in the sole opinion of MetroPlan Orlando, be in the best interest of and most advantageous to MetroPlan Orlando.

Since contractor submissions are simply quotes, MetroPlan Orlando is not obligated to determine a competitive range, conduct discussions with all responders, solicit final revised quotes, or use other techniques.

### Confidentiality of Quotes

#### Proprietary Information:

“In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all responders should be aware that Requests for Quotes and the responses thereto are in the public domain. However, the responders are requested to **identify specifically** any information contained in their Quotes which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.”

Please note that Sections 119.07(3)(m) of the Florida Statutes address in part the issue of the public nature of sealed bids or Quotes as well as the non-public nature of certain trade secrets. The Quote submitted by your company may contain **areas**, which are designated “**confidential**” or “**exempt from disclosure.**” If your Quote contains such information you are required to advise MetroPlan Orlando with specificity the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. **A generic notation that information is “confidential” will not suffice.**

Failure to provide the Department of Finance and Administration with a detailed explanation and justification including statutory cites and specific reference to your bid package detailing what provisions, if any, you believe are exempt from disclosure, may result in your Quote being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.