

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

**IN THE MATTER OF:**

RESOLUTION NO. 24-120

ISSUE A REQUEST FOR PROPOSALS (RFP) FOR  
AUDIO/VIDEO DESIGN AND INSTALLATION FOR  
THE NEW COMMUNITY DEVELOPMENT  
CONFERENCE ROOM

**WHEREAS**, Lewis County Information Services has identified a need to design and install appropriate audio/video technology in the new Community Development conference room to support the needs of their operations; and

**WHEREAS**, the room shall also be designed and installed in such a manner to serve as a backup location to the Board Of County Commissioners hearing room; and

**WHEREAS**, qualified providers and installers are needed; and

**WHEREAS**, Lewis County is seeking proposals from qualified providers and installers; and

**WHEREAS**, publication to solicit for audio/video providers and installers is needed to contract with a professional audio/video provider and installer.

**NOW THEREFORE BE IT RESOLVED** that the Information Services Director is instructed to prepare an RFP, evaluate responses and purchase said products and services; and the BOCC Clerk of Board is instructed to proceed with all appropriate and necessary notifications to advertise for said purpose; and

**NOW THEREFORE BE IT FURTHER RESOLVED** Proposals must be submitted online through the County's procurement portal, OpenGov, which can be accessed via the project site listed on the advertisement. RFP responses are due by 4:30 p.m. May 10, 2024.

DONE IN OPEN SESSION this 23rd day of April, 2024.

APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

David Bailey  
By: David Bailey,  
Chief Civil Deputy Prosecuting Attorney

Scott J. Brummer  
Scott J. Brummer, Chair

ATTEST:



Lindsey R. Pollock, DVM  
Lindsey R. Pollock, DVM, Vice Chair

Rieva Lester, CMC  
Rieva Lester, CMC,  
Clerk of the Lewis County Board of  
County Commissioners

Sean D. Swope  
Sean D. Swope, Commissioner

# BOCC AGENDA ITEM SUMMARY

**Resolution:**

**BOCC Meeting Date:** April 23, 2024

**Suggested Wording for Agenda Item:**

**Agenda Type:** Legal Notice

Issue a request for proposals (RFP) for Audio/Video Design and Installation for the new Community Development conference room

**Contact:** Matt Jaeger

**Phone:** 3607403346

**Department:** IT - Information Technology

## Description:

Lewis County Information Services is seeking a vendor to design and install an appropriate audio/video technology solution in the new Lewis County Community Development conference room. Their new conference room is intended to also serve as a like-for-like backup of the BOCC (Board of County Commissioners) hearing room with similar technology for continuity.

## Approvals:

User	Status
PA's Office	Pending

## Publication Requirements:

### Publications:

The Chronicle, The Lewis County Website

The Washington State Office Of Minority and Women's Business Enterprises (OMWBE)

## Additional Copies:

## Cover Letter To:



APR 26 2024

**AFFIDAVIT  
OF PUBLICATION  
STATE OF WASHINGTON  
COUNTY OF LEWIS**

Sadie Burdick, and/or Sarah Burdick, and/or Ronda Pogorelc  
and/or Cheyenne Denman says that she is the legal clerk of

**The  
Chronicle**

a semi-weekly newspaper, which has been established, published in the English language, and circulated continuously as a semi-weekly newspaper in the City of Centralia, and in Lewis County, Washington, general circulation in Lewis County for more than six (6) months prior to the date of the first publication of the notice hereto attached, and that the said Chronicle was on the 7th day of July 1941, approved as a legal newspaper by the Superior Court of said Lewis County. And that the attached is a true copy and was published in regular issues (and not in supplement form) of said newspaper as LEGAL # 129782  
RE:Conference Room Technology

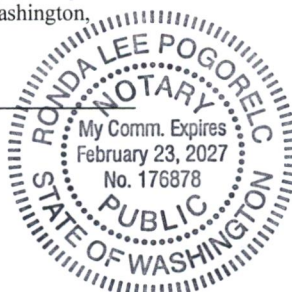
once each day for a period of 1 day

commencing on 04/23/2024 and ending on 04/23/2024

and both regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is the sum of \$ 28.80

Cheyenne Denman  
Subscribed and sworn to before me 04/23/2024

Ronda Lee Pogorelc  
Notary Public in and for the State of Washington,  
residing at



129782 Conference Room  
Technology

**LEWIS COUNTY  
NOTICE FOR:  
Request for  
Proposals (RFP)  
RFP for Lewis  
County Community  
Development  
Conference Room T  
echnology and Audio/  
Video Design and  
Installation**

Lewis County is seeking proposals from qualified audio/video technology integration providers to install a comprehensive audio and video system in our newly constructed conference room. This system should facilitate video recording, streaming capabilities and utilize wireless microphones, and seamlessly be able to connect to TVs within the space. Furthermore, it should be similar with the technology present in our primary conference room to serve as a backup conference space if required.

Lewis County is accepting electronic submissions through OpenGov. Those wishing to submit a proposal must create a fee account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>.

After completing account registration, proposals can be completed at <https://procurement.opengov.com/portal/lewiscountywa/projects/90582>

**CLOSING DAY AND  
TIME: Responses will be  
accepted no later than  
4:30 p.m. May 10th, 2024.**

For more information about the project and submittal requirements, contact Matt Jaeger, IT Director, Lewis County Information Services, at 360-740-3346 or email [matt.jaeger@lewiscountywa.gov](mailto:matt.jaeger@lewiscountywa.gov)

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