



**Saint John Airport Inc.
Request for Quotes**

For the Supply and Installation of a Video Conferencing Solution

Summary of Request

Saint John Airport Inc (YSJ) is issuing this Request for Quote (RFQ) to procure the supply and installation of a Video/Audio Conferencing Solution. YSJ has determined the growing need to minimize travel and make it easier for people to attend meetings.

Summary of Requirements:

- To accommodate meeting room 15X25ft with a board room table seating 12-14 people
- Ability to have as many meetings going at the same time within the board room or outside. ie. Devices to Video System in the boardroom and PC to PC at the same time. Different meetings
- Must be an HD system (In Boardroom) with a simple way for employee's and non employee's to connect. (Will have a guest WIFI network and admin networks)
- Must have adequate audio coverage across the boardroom table (Speaker and Mic)
- Must use existing Internet Pipe for video and audio transport (Currently FiberOp)
- An easy way for administrators to create meetings and send within Outlook
- Would entertain a one-time purchase and/or a subscription model

Operational Information and Environment:

- It will be viewed on a 65" Led TV with HDMI hookups
- There is existing HDMI cable between Board Room table and TV

Other Information

- Prices are to be stated on a supplied and installed basis, FOB Saint John Airport
- Payment terms to be provided

About YSJ

YSJ is a not-for-profit corporation serving the air travel needs of the 300,000 residents of southwestern New Brunswick and is a key element in the economic and social development of the region. The airport's economic impact is estimated at over \$68 million and creates over 480 jobs directly and indirectly.

The Airport's strategic plan is focused on four primary pillars for growth:

- Enhance facilities and infrastructure
- Broaden air service options
- Drive community engagement
- Diversify our revenue stream

As we grow, we also will continue to meet or exceed all safety, security, environmental and other regulatory requirements.

For more information, please see the YSJ website at www.saintjohnairport.com.

Proposal Contents

Bidders should submit their quote by May 31st, 2019 at the Saint John Airport Administration Office located on the 2nd floor, Air Terminal Building, 4180 Loch Lomond Road, Saint John, NB, E2N 1L7, or by email to ghierlihy@sjairport.ca with the subject line "Video Conference").

The proposal should include:

- 1- Technical description of the technology products used to build the solution;
- 2- A project calendar with specific milestone and completion dates;
- 3- Financial bid for completion of the work;

Evaluation and Awards

Proposals will be evaluated by Saint John Airport management and will be based on proposal content and completeness, and overall approach to the project. Interviews may be conducted as part of the evaluation process. The lowest bid may not necessarily be accepted.

Information Session & Site Visit to be held on May 7th between 9:00 AM – 11:00 AM

Any questions may be addressed to Greg Hierlihy at ghierlihy@sjairport.ca or (506) 638-5555.

Confidentiality

All information submitted concerning this RFQ shall be regarded as confidential and shall not be disclosed to a third party except with the prior written agreement of the Proponent.