

REQUEST FOR QUOTATION

Council Chambers Microphone System



DUE DATE:

JULY 17, 2026 AT 4:00 P.M. LOCAL TIME (CST)



1. Invitation to Quote

The City of Meadow Lake invites qualified vendors to submit a quotation for the supply and installation of a microphone system within the City Council Chambers.

The successful proponent shall provide all labour, equipment, materials, programming and testing required to deliver a fully functional microphone system as described in this RFQ.

The successful proponent must also provide a tutorial of how to use the system to select City personnel once installation is complete.

Local time, as referred to throughout this document, will be the time observed within Meadow Lake, Saskatchewan, Canada.

2. Project Scope and Existing Equipment

The project includes the supply and installation of a microphone system for the City Council Chambers. There shall be 8 microphones for Council's use during their meetings. As the room is used primarily for Council Meetings, but also for alternate uses, the microphones shall not be permanently fixed to the tables and must be cordless.

Proponents are invited to provide a variety of options suitable for integrating with the current sound system within the room. The existing equipment is a pair of QSC AD-C6T ceiling speakers, along with an Atterotech unD6IO-BT input and Atterotech Axon C1 control keypad on the wall. This ties back into a building-wide QSC Q-Sys audio system.

Options may include microphones that are placed on the table or which may be attached to the individuals (8 in total). There must be the ability to add additional microphones if this is found to be desirable at a future date.

There shall also be a separate microphone that can be used on a mobile podium for those wishing to address Council during delegations or which can be used for other presentations not affixed to the podium.

The options presented within the proposals must be user friendly.

The successful proponent shall:

- Supply all required microphones and associated equipment.
- Install and configure the microphone system in accordance with the attached drawings and specifications.
- Coordinate all work required for a complete and operational installation.
- Test the system prior to project completion.
- Provide basic user training to City staff.
- Provide warranty information for all supplied equipment and workmanship.

All work shall comply with applicable codes, standards, and manufacturer requirements.

3. Submission Requirements

Proponents shall submit the following within the "Quote Form: Appendix A" attached:

1. Company name, address, and primary contact information.

2. A brief description of the proposed microphone system(s) and why it has been chosen as the system for the project.
3. A minimum of 2 references of similar projects the proponent has completed or who can guarantee the proponent's ability to do this kind of work.
4. A project schedule identifying anticipated start and completion dates as well as dates for training staff.
5. Total project cost, including labour, equipment, materials, and training.
6. Separate identification of GST and PST.

The City reserves the right to request additional information or clarification from any proponent.

4. Site Visit

Proponents may arrange a site visit, if required, to view the space and the speaker system installed within the ceiling. Site visits shall be coordinated through the City Clerk. Photos and drawings of the Council Chambers are attached as Appendix B: References.

5. Questions

Questions regarding this RFQ shall be submitted in writing **by email** only, to:

Kaila Lefort, City Clerk

cityclerk@meadowlake.ca

Questions will be addressed directly with the inquiring proponent. Addenda will not be issued by posting on the website. Questions will be accepted until: **JULY 10, 2026 at 2:00 p.m. local time (CST)**.

RFQ updates, if any, will be posted on the City's website under this URL:

<https://www.meadowlake.ca/p/business-with-ml>

As the City's website is currently undergoing upgrades, should the upgrades occur while this RFQ is active, the new location will be here:

[meadowlake.ca/business-with-ml](https://www.meadowlake.ca/p/business-with-ml)

Should the RFQ be updated, the new version containing the updates will be posted on the City's website with an indication of the date of when changes were incorporated into the document. The amendments or additions will be indicated by using red font. If items are removed, this will be indicated by red font and the font being stricken out. It is the responsibility of each proponent to check the website for any updates to the RFQ. All such changes shall become an integral part of the RFQ documents from the time of its posting.

6. Submission Deadline

Quotations must be submitted by email to:

cityclerk@meadowlake.ca

It is the responsibility of the proponent submitting a bid to confirm with the City Clerk that their bid was successfully received prior to the RFQ's closing.

No later than:

JULY 17, 2026 at 4:00 p.m. local time (CST). Late submissions will not be accepted.

7. Evaluation and Award

The City will evaluate submissions based on:

Criteria	Weight
Relevant Experience and References	20%
Proposed Solution	30%
Project Cost	50%

The City is not obligated to accept the lowest-priced quotation and reserves the right to reject any or all submissions. The successful proponent will be selected based on the quotation that provides the best overall value to the City. The City reserves the right to reject all submissions and repost the RFQ without explanation.

8. Project Schedule

Milestone	Date
RFQ Questions Deadline	July 10, 2026 – 2:00 p.m.
RFQ Closing Date	July 17, 2026 – 4:00 p.m.
Council Review and Award (if applicable)	July 27, 2026
Notification of Award (if applicable)	July 28, 2026
Project Installation Window	July 30 – August 17, 2026
Project Completion Deadline	August 17, 2026

Quotes will be reviewed by an internal review committee to determine quote eligibility. The final contract award may be subject to a resolution of City Council. Council reserves the right to:

- Accept a quote.
- Direct administration to bring the project back for formal consideration as an item during 2027 budget deliberations
- Reject all quotes and direct administration to repost the RFQ
- Defer a decision and ask administration to gather further specific information from the proponent(s)
- Reject all quotes and close the RFQ process.

Following a Council decision (if required), all proponents will be notified in writing of the outcome of the evaluation process.

Quote Form: Appendix A

(Page 1 of 2)

Company Name: _____
Address: _____
Primary Contact Name: _____
Phone: _____
Email: _____

Project Pricing

Supply, installation, programming, testing, and training for Council Chamber microphone system:

Total Price (excluding taxes): \$ _____
PST: \$ _____
GST: \$ _____
Total Price (including taxes): \$ _____

References

Provide two (2) references for similar projects, or of clients who can confirm the proponent’s ability to complete this type of work. References may be contacted:

Reference #1

Company name: _____ Primary contact name: _____
Email: _____ Phone number: _____
Brief description of work undertaken for this client: _____

Reference #2

Company name: _____ Primary contact name: _____
Email: _____ Phone number: _____
Brief description of work undertaken for this client: _____

Quote Form: Appendix A

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Please describe why you are recommending this system in particular:

Given the project schedule outlined under section 8, identify the dates you would be able to perform the work if you were the successful bidder.

Milestone	Target Date	Date for your services
Project Installation Window	July 30 – August 17, 2026	
Project Completion Deadline	August 17, 2026	
Training	August 17 – 21, 2026	

Conflict of Interest

Proponents must identify any potential conflicts of interest that may arise as a result of their response to this RFQ and/or subsequent award of Contract. Non-disclosure of any potential conflicts of interest may be sufficient cause to disqualify the Proposal or terminate any subsequent Contract. Please identify and disclose any conflicts of interest that may be relevant.

Declaration

I certify that the information provided in this quotation is accurate and that I am authorized to submit this quotation on behalf of the company named above.

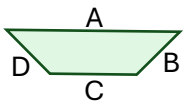
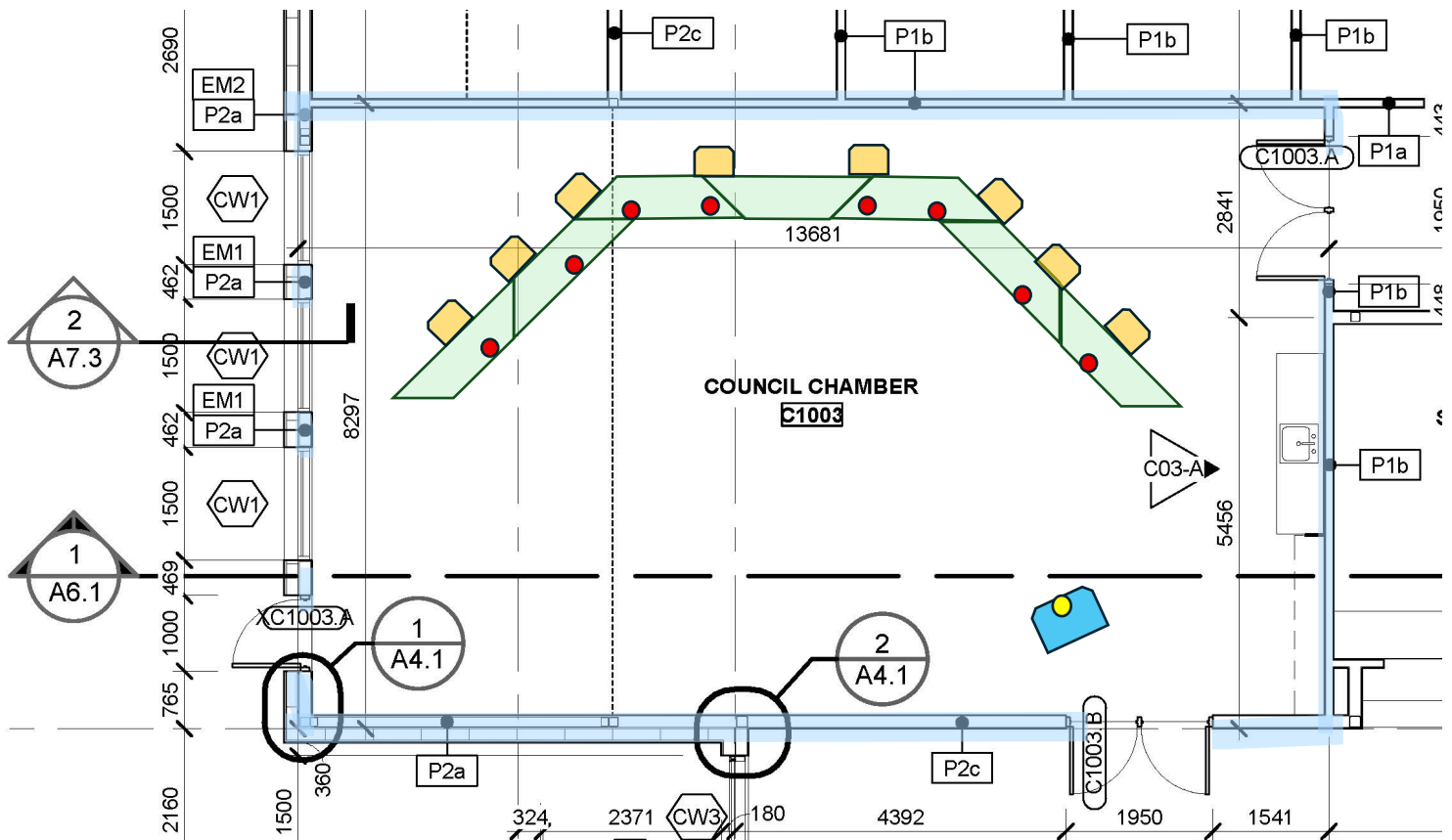
Authorized Signature: _____

Name and Title: _____

Date: _____

End of
Quote Form: Appendix A

Appendix B: References



Council tables. The dimensions are: A=60" B=30" C=30" D=30"



Council chairs and seating arrangement.



Microphone locations for each of Council and the City Manager if placed on tables.



Podium for delegations. This is moveable and is often placed aside when no delegations are on the agenda.



Podium microphone. The ability to have this easily detach and be used for presenters who may not be utilizing the podium (example, doing a presentation seated at a flex table instead of standing at the podium).











**End of
References: Appendix B**