REQUEST FOR PROPOSAL

UPGRADE TO AUDIO/VIDEO SYSTEM IN COUNCIL CHAMBERS

NEWTOWN MUNICIPAL CENTER

3 PRIMROSE ST, NEWTOWN, CT 06470

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1. LEGAL NOTICE

TOWN OF NEWTOWN

REQUEST FOR PROPOSAL

UPGRADE TO AUDIO/VIDEO SYSTEM IN COUNCIL CHAMBERS

The Town of Newtown (collectively known as "Town") is seeking to engage a company to supply and install a new audio/video system in the Council Chambers, located in the Newtown Municipal Center. Hard copies of the complete Request for Proposal package will be available September 11, 2020 at the Town of Newtown Finance Office, Newtown Municipal Center, 3 Primrose Street, Newtown, CT 06470 or may be accessed from the Town of Newtown, Purchasing Department website at https://www.newtown-ct.gov/purchasing-department. The contract will cover all aspects of the work from assessment to completion and final acceptance of work.

A mandatory pre-bid walk through will be held on September 16, 2020 at 1:00 PM at the Council Chambers in the Newtown Municipal Center, 3 Primrose St, Newtown, CT 06470.

Respondents are required to submit two (2) double-sided copies and one electronic copy of a sealed Proposal by no later than September 25, 2020 at 11:00 AM at the Town of Newtown Finance Office located at Newtown Municipal Center, 3 Primrose Street, Newtown, CT 06470, clearly marked "Council Chambers Audio/Video Upgrade". Proposals received after that date and time will be rejected.

The Town of Newtown reserves the right to reject any or all proposals if it deems such to be in the best interest of the Town of Newtown. Questions regarding this Request for Proposal should be directed to Rick Spreyer, by e-mail at rick.spreyer@newtown-ct.gov.

Rick Spreyer
Purchasing Agent

2. PROJECT OVERVIEW

The Town of Newtown is planning to upgrade the audio and video system in the Council Chambers, including, but not limited to, new cameras, streaming equipment, microphones, projector, and speakers.

3. SCOPE

This project encompasses the updating and refit of AV components and associated control systems for The Town of Newton's Council Chambers at 3 Primrose Street, Newtown, CT 06470

The bid evaluation criteria will consist of the following factors:

- Winner's designers and technicians, must be QSC QSYS Level II certified - certifications will be required to be on file
- Winner lead designer and technicians must hold QSC MXW certifications – certifications will be required to be on file
- Winner must hold Level 1 and 2 Dante certification - certifications will be required to be on file
- Adherence to the equipment specifications provided – no substitution will be expected without prior evaluation. Specification sheets will be needed for owner review before expecting any substitution.
- Adherence to best practices to yield a safe, reliable, neat, clean and easy to operate AV installation.
- Experience of winner and their employees in similar installations
- References for similar installations to that which are proposed by The Town of Newtown
- Timeline for completion of project and proposed downtime to customer – with proper planning around meetings.
- On-going relationship with Epiphan Video Group
- Cost
- On-going support, training and availability for support 24/7

Major Labor Operations as outlined, but not limited to:
Prior to Any work commencing – provide and sign off on the following steps:

- Pre-planning of system work flow with End users and town staff – Not limited to volunteers that operate the system to paid staff who administrate the system.
- Provide inventory of existing equipment prior to de-commissioning – including Models, SN and condition.
- Work with IT administrators to pre-plan the IP scheme, device count, address's needed, remote access via desktop login and town supplied PC/Desktops if any (recommending 1 town issued desktop to administrate the live streaming sites)
- Work with IT to setup vendor provided desktop utility computer for proper remote support (dedicated , headless computer for remote support of entire system for an end user at anytime in the chamber control room. PC to have all proper admin software to assist with all hardware sold)
- Provide a simple line drawing, location drawing and detailed wire schedule.

    - Review the system design, work flow and out-comes/goals with the end user.
    - Consult with IT and Website administrator to confirm the following
        - Live streaming platforms, proper user names and logins
        - Storage platforms – NAS access to store video files from Pearl 2 streamer/capture/recorder
        - Confirmation of social media platforms if any for live streaming – help educate the end users of the steps required to stream on social media, steps outside of just the configuration required on the Pearl 2 streamer (creating a live event, DVR, Stream keys, postings)

Installation Steps – But not limited to:

- Complete un-packing and testing of all equipment at office/shop
- Inventory provided of new BOM with SN, model and configured IP address – user login and passwords as needed.
- Complete signal flow test of cameras, switcher and sound system devices in vendors office prior to bring to site for installation
- Removal of existing video switcher and cameras. Remove rack and all devices in rack (keep items that are going to be re-purposed) Vendor to transport re-purposed AV hardware to vendor office to integrate in new wall rack prior to install
- Vendor to coordinate down time with Town IT/Administrators – provide small compact temporary solution for live streaming at no charge in the event down time will exceed 3 days during installation.
- Provide/confirm integrity of data and video cabling to 4 camera locations. Utilize existing camera cabling to best of ability for SDI video. Re-Route or pull new Cat5/6 POE/Control cable as needed. Existing cameras are connected in series via cat5 for SONY VISCA control, re-use with best practices and run new as needed. A detailed wire pull schedule will be required for owner review prior to work commencing.
- Replace existing cameras and switcher with new upgraded versions per specification
    - Place cameras in existing locations, no new locations will be used
    - Configure cameras to 1080p 59.94 resolution in web interface
    - Configure static IP's for each camera on the TOWN AV Vlan – work with IT to coordinate all Ip address
- Integrate 4 new cameras and external feeds into production switcher
    - 4 Robotics
    - 1 Barco Click share HDMI output must be properly Distributed to projector and Pearl 2 Video Streamer for capture to stream and archive recording
- Setup Multiview monitor to video switcher for all camera and external feeds.
- Setup end user Ipad for wireless control of the system – showing multi view of sources and streaming control. Setup custom Ipad Application so cameras can be robotically controlled as well. Home made 3rd party IOS applications for robotics will not be excepted at this time, only manufacture direct applications to support control of the Pearl 2 Streamer and Robotic cameras (use PTZ optics Ipad application for control to camera)
- Provide joystick camera controller for camera control and POE switch for camera power – pre-configure unit and properly assign each camera in order a hard camera control button on the joy stick. Test for proper control of all 4 cameras and label above buttons on joy stick "Plain English locations"
- The system shall have the capability to stream up to 4 places in real time simultaneously, including Facebook, Vimeo and YouTube.

- The system shall record/capture program feed of the internal switcher with properly synced audio
- The system shall be able to record/capture 2 isolation feeds from laptop and camera one – these could be used later for archive or post editing if needed.
- Vendor to work with Town of Newtown IT staff to set up and integrate streaming services
- Integrate switcher/streamer output to conferencing PC- Make sure Zoom Audio and Video can be utilize as a source in the switcher and that camera 1 can be fed back into zoom for a zoom shot at all times to ZOOM/VC meetings
- Disconnect and decommission existing Panasonic projector and mount
- Mount and connect new 6K Lumen laser projector, setup image for existing 4:3 motorized drop-down screen. Fit video to screen to best of ability
- Install and configure conference/collaboration device in control room.
- collaboration device shall double as an input to production switcher
- Integrate projector and collaboration device into entire AV switching and presentation system
- Disconnect and decommission existing Council Chamber microphones and speakers
- Mount and connect new column speakers, positioned at mid-point of room to cover audience and minimize feedback
- Install and configure new conferencing mics, controllers, and output module. Proper dante configuration
- Test and certify complete system operation and functional coordination of all components and phases
- Provide 12 hours of training on complete system operation for Town production staff and operators
    - Initial commissioning with end users and town IT administrators – 2-3 hours confirming proper signal flow, proper streaming platform logins, proper audio sync and levels. Confirm system is working as specified and all streaming/capturing is correct
    - Initial training of meeting end users– basic use of system for meetings (both projector, barco click share, wireless microphones and streaming/camera system)
    - Trouble shooting of system for administrators 1 hour
    - Graphics and proper switching practices 1-2 hours
    - Advance user training and attending a live meeting to assist the end user (first go around)
    - 2 return trips for changes, minor modifications and additional training as needed – for up to 1 year un-billable
    - Training video – record training session and hand of footage to end users for later access
- Professional labeling of all AV, network and electrical supply cabling as well as all storage equipment throughout the jobsite with plain language- provide as-built drawing with all labeling legends and info called out
- Construction cleanup of the workspace when complete; proper disposal of all trash and cardboard at the end of each workday. No items to be left out during process or install.

Warranty:

- Labor: Provide a 12-month labor guarantee of all shop and field fabricated components and all QSYS control functionality. This includes the labor to remove and replace any/all defective audio, power or video cabling.
- Materials: Provide a 12-month warranty of all small components i.e. cables, connectors, stands, custom fabricated products. All other audio, power and video components are covered by each respective manufacturer's warranty and subject to their implicit terms.
- Provide extend warranty on Shure wireless microphone system – confirm 5 years of warranty

Materials Standards

- All internal AV rack wiring must be secured to lacing bars via black Velcro or black nylon cable ties
- P-touch or brady printed labels – no hand written labels
- No E-tape as cable management – wire-ties or Velcro only
- Proper length power cords in rack
- Proper length, custom cut and terminated Cat6 cabling, audio cabling and SDI video cabling

4. TIMELINE OF THE RFP PROCESS

The following timeline has been tentatively established:

Legal Notification of RFP Release	September 11, 2020
Mandatory Pre-Proposal Conference	September 16, 2020
RFP Submission Date	September 25, 2020
RFP Awarded	September 29, 2020

5. PERFORMANCE BOND

- A 100% performance bond will be delivered to the Town of Newtown no later than five (5) business days after the award of the contract.
- The performance bond will expire no earlier than the fifteenth day after the completion of the project.
- Provided the Town of Newtown deems all work acceptable and complete, the performance bond will be returned to the awardee no later than ten business days from completion of project.

6. INSURANCE REQUIREMENTS AND INDEMNIFICATION

Prior to the commencement of the work, and as a condition of site access, the Respondent (referred to hereinafter as the "*Contractor*") shall deliver to the Town of Newtown (referred to hereinafter as the "*Owner*") a valid and currently dated Certificate of Insurance (COI).

The insurance coverage carried by the Contractor must be placed with and written by an insurance company admitted to do business in the State of Connecticut, and with a rating of A- or better by A.M. Best.

The insurance coverage's carried by the Contractor (shown below) shall apply regardless of whether the operations, actions, derelictions or failures to act, from which any claim arises, are attributable to the Contractor, a subcontractor, a sub-subcontractor, or any consultant, officer, agent, employee or anyone directly or indirectly employed by any of them, including anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable state law. Failure of Contractor to provide a Certificate of Insurance shall in no way limit or relieve Contractor of its duties and responsibilities in this Agreement.

At a minimum, the COI shall indicate that the following coverage's and limits are in place:

1. **Commercial General Liability: Minimum Limits Required:**

- $2,000,000 General Aggregate
- $2,000,000 Producers/Completed Operations Aggregate
- $1,000,000 Each Occurrence
- $1,000,000 Personal and Advertising Injury
- $100,000 Fire Damage – Any One Fire
- $5,000 Medical Expense – Any One Person

- The Owner (the Town of Newtown and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions) will be included as an **Additional Insured** onto the CGL policy carried by the Contractor. The Additional Insured coverage afforded to the Owner shall apply on a **primary and non-contributory basis** and include **completed operations** coverage's.
- The CGL policy carried by the Contractor shall contain a **Waiver of Subrogation** clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the Town of Newtown (and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

2. **Business Auto / Commercial Auto Insurance – Minimum Limits required:**

- 1,000,000 Liability
- The Owner (the Town of Newtown and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions) will be included as an **Additional Insured** onto the Commercial Auto/ Business Auto policy carried by the Contractor.
- The Business Auto / Commercial Auto policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the Town of Newtown and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

3. **Workers Compensation/Employers Liability Insurance**

- Coverages and limits as required by law Connecticut State law
- Employers Liability Limits:
- 500,000 each accident
- 500,000 aggregate for injury by disease
- 500,000 each employee for injury by disease
- The Workers Compensation/Employers Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the Town of Newtown and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

4. Umbrella Liability/Excess Liability: Minimum Limits required:

- 5,000,000 Each Occurrence
- 5,000,000 General Aggregate
- Policy will provide excess coverage over the Commercial General Liability, Business Auto and Workers Compensation/Employer Liability policies carried by the organization
- The Umbrella / Excess Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the Town of Newtown and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

No Limitation on Liability

With regard to any/all claims made against the Additional Insured by any employee of the Contractor, any subcontractor or anyone directly or indirectly employed by the Contractor or any subcontractor, or anyone for whose acts the Contractor or any subcontractor might be liable, the indemnification obligation shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Workers Compensation acts, disability benefits acts or other employee benefit acts.

Cancellation, Renewal and Modification

The Contractor shall maintain in effect all insurance coverage's required under this agreement at the Contractors sole expense and with insurance companies acceptable to the Owner. The policies shall contain a provision that the coverage will not be cancelled or non-renewed until at least 30 days prior written notice has been given to the owner.

INDEMNIFICATION:

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Owner, and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions, from and against any/all claims, actions, damages, losses and expenses, including but not limited to attorney's fees, for any actual or alleged injury to any person or persons, including death, or any damage to or destruction of property, arising out of or in connection with the project.

The Contractor's obligation to hold harmless, defend and indemnify the Owner, and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions, extends to the use, conduct or management of the project by any licensee, partner, director, officer, agent, employee, volunteer, invitee, contractor or subcontractor of the Contractor.

7. METHOD OF SELECTION

The bid evaluation criteria will consist of the following factors:

- Overall price of project, including all labor, materials, warranties, etc.
    - Please include an itemized list of components, labor and any other relevant information with prices for each.
- Winner's designers and technicians, must be QSC QSYS Level II certified - certifications will be required to be on file
- Winner lead designer and technicians must hold QSC MXW certifications – certifications will be required to be on file
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PROPOSALS SHOULD BE ITEMIZED LISTS OF ALL COMPONENTS, LABOR, WARRANTIES, ETC, WITH PRICES FOR EACH LINE ITEM AND A FINAL TOTAL PROJECT COST.

Telephone, Fax, or electronically transmitted submittals will not be accepted, and no proposals received after the closing date and time will be considered. Failure to comply with these instructions will result in the rejection of your proposal.

The Town of Newtown reserves the right to accept and bid or part of bids, to reject any, all or any part of the bids, to waive formalities or informalities in the bidding process and to award the bid deemed to be in the best interest of the Town.

8. PROPRIETARY INFORMATION

This RFP and one copy of each original proposal received, together with copies of all documents pertaining to the award of a contract, shall be retained by the Town of Newtown and made part of a file or record which shall be open to public inspection after contract is awarded.