

Town of Atkinson, New Hampshire

REQUEST FOR PROPOSALS

Atkinson Community TV Camera Equipment

Issued: March 28, 2017

The Town of Atkinson is seeking proposals from qualified contractors for the purchase of UHD-ready camera equipment for Atkinson Community Television. Suggested specifications for the proposal are included below, are available at Atkinson Town Hall and on the Town web site - <http://www.town-atkinsonnh.com/> . Alternatives to the attached specifications are allowed if they meet the Town's requirements. Sealed proposals should be received at the Selectmen's office, clearly labeled "Town of Atkinson – TV Camera Equipment", at or before 12:00 Noon on Friday, May 5, 2017, to be opened and read in public on May 5, 2017 at 12:30 PM. For further information, please contact David Williams, PEG Access Studio Coordinator for Atkinson Community Television, at 603-362-4549 or Barbara Snicer at 603-362-5266; by e-mail at stationmgr@atkinson-nh.gov or bsnicer@atkinson-nh.gov. All proposals will be taken under advisement pending review and recommendation by the Town Administrator and the PEG Access Studio Coordinator. The Selectmen reserve the right to reject any or all proposals and to negotiate with the successful contractor in the best interest of the Town.

Proposals shall be in a sealed envelope, plainly marked "Town of Atkinson – TV Camera Equipment" and addressed to:

**Town of Atkinson Selectmen
21 Academy Avenue
Atkinson, New Hampshire 03811**

SCOPE OF PROPOSAL

Provide Four (4) video camcorders including all appropriate accessories for use in field production (both as a standalone recording device and as a camera attached to a Tricaster 410 production environment). Appropriate camera accessories would include, but not be limited to: Tripods, Dollies, Filters, Removable Media, Spare Batteries, and Travel Cases. The cameras offered should meet the following specifications:

- HD resolution *at a minimum* for recording and for output as a camera; preference is for UHD (2K or 4K) capability
- SDI output when being used merely as a camera
- Removable media for recording must be of a form that is NON-proprietary and easily obtained (ie, SDXC, CompactFlash, etc)

- A minimum of two (2)/stereo audio connections to allow the input of external audio sources both for recording and for pass-through via the SDI output (Preference is for 3-pin XLR input connectors)
- Full manual override of common camera settings (white balance, exposure, focus, etc)

All equipment offered must be both durable and lightweight (within reason), in order to accommodate many different users of varying skill levels and abilities. These four cameras will be replacing five older, working cameras (two Canon GL2's and three Panasonic AG-HVX200p's), so any proposal that includes a Trade-In Discount for any or all of these existing cameras would be appreciated and may receive preferential treatment.

QUALITY ASSURANCE

The Vendor shall have at least one person in charge of operations who shall be the main contact for all issues. The information of this individual shall be provided prior to delivery.

REFERENCES

Please supply three (3) references to be checked by the Town Administrator.

CONDITION OF EXISTING EQUIPMENT

If Vendor's proposal includes a trade-in discount for the disposal of the equipment to be replaced, such terms shall be spelled out clearly; also, any inspection of the existing equipment needed by the Vendor to determine trade-in value for any discount should occur before delivery of the new equipment and final invoicing.

REQUIRED SPECIFIED PRODUCT WARRANTY

In addition to those Guarantees and Warranties required by the General Conditions the Vendor shall provide the manufacturer's standard warranty for all equipment and materials and a Vendor warranty of one (1) year from date of delivery.

Proposal Response Form

To: The Town of Atkinson

The undersigns proposes to furnish all labor and materials and or services required for the _____ located at _____ in the Town of Atkinson in accordance with the Contract Documents and/or RFP for the Contract price below:

This proposal includes addenda numbers _____, _____, and _____.

The proposed Contract Price for the _____ is: \$ _____.
_____ dollars and _____ Cents.

Unit prices (if any) are as follows:

1) _____ \$ _____

2) _____ \$ _____

Add Alternates (if any) are as follows:

1) _____ \$ _____

2) _____ \$ _____

The undersigned agrees that, if he is selected as the lowest, responsible contractor, he will within thirty (30) calendar days begin construction or provide the service contracted for. Contractor also agrees that all work will be completed (weather permitting) within _____ () working days excluding weekends and legal holidays, after beginning construction.

The undersigned hereby certifies that he is able to furnish any and all such labor, materials and or services required under this proposal.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned agrees that all areas of Town property shall be properly protected and kept "safe" at all times. The Contractor shall keep the premises clean of debris at all times and shall remove such from site on a daily basis or place in a dumpster to be located on the site at a pre approved location at the Contractors expense.

The undersigned agrees that Certificates of Insurance must be filed with Selectmen's Office prior to beginning any work.

The undersigned agrees to supply Current Certificates of Liability and Workers' Compensation Insurances.

The undersigned agrees that, if required, all personnel, technicians, vendors and subcontractors of the contractor who work on this project shall be required to submit to a background check. Only individuals who successfully pass the background check will be permitted access to this project.

Agreed to, Acknowledged and Accepted:

By: _____
Company

Printed Name of Authorized Signer

Signature

Address

City/State

Telephone

e-mail