

*Town of Atkinson, New Hampshire*

**REQUEST FOR PROPOSALS**

**Atkinson Community TV Wireless Audio Equipment**

Issued: April 3, 2018

The Town of Atkinson is seeking proposals from qualified contractors for the purchase of a new wireless microphone system and a new wireless intercom system for Atkinson Community Television. Suggested specifications for the proposal are included below and 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 – Wireless Audio Equipment", at or before 12:00 Noon on Thursday, April 19, 2018. For further information, please contact David Williams, Station Manager for Atkinson Community Television, at 603-362-4549 or Barbara Snicer, Assistant Town Administrator, at 603-362-5266; by e-mail at [stationmgr@atkinson-nh.gov](mailto:stationmgr@atkinson-nh.gov) or [bsnicer@atkinson-nh.gov](mailto:bsnicer@atkinson-nh.gov). All proposals will be taken under advisement pending review and recommendation by the Town Administrator and the Station Manager. The Board of 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 – Wireless Audio Equipment" and addressed to:

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

**SCOPE OF PROPOSAL**

1. Provide a wireless microphone system that meets or exceeds the following specifications:

- Operates on frequencies that meet the recently-revised FCC standards for unlicensed usage (below 600MHz or above 900MHz)
- Can handle two wireless microphone units at a minimum
- Any base station required can be rack-mounted
- The system should provide separate balanced output for each microphone input channel
- The system should include at least one wireless lavalier microphone and one hand-held microphone

2. Provide a wireless intercom system that meets or exceeds the following specifications:

- Operates on frequencies that meet the recently-revised FCC standards for unlicensed usage (below 600MHz or above 900MHz)
- Can handle a minimum of four users (3 mobile units plus one user through the base station) in full duplex communications
- Any base station required can be rack-mounted
- Any system offered must include all mobile units/headsets, and if mobile units are rechargeable, a means of charging must be included

All equipment offered must be durable, easy to operate, and lightweight (within reason), in order to accommodate many different users of varying skill levels and abilities as well as to perform within both a studio and field environment. This equipment will be replacing our existing Shure UT4A-TC/UT1-TC microphone system and Telex BTR-700 intercom system (three TR-700 Beltpacks, BTR-700 base station, and Alexander Technologies Battery Charging Station), so any proposal that includes a Trade-In Discount for any or all of these existing items 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