

Town of Atkinson, New Hampshire

REQUEST FOR PROPOSALS

Atkinson Community TV Production Equipment

Issued: September 23, 2021

The Town of Atkinson is seeking proposals from qualified contractors for the purchase and installation of an integrated broadcast studio production environment at the Atkinson Town Hall, 21 Academy Ave, Atkinson New Hampshire 03811. 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 Production Equipment", at or before 12:00 Noon on Thursday, October 14, 2021, to be opened and read in public by the board of Selectmen at their next meeting. For further information, please contact David Williams, Station Manager for Atkinson Community Television, at 603-362-4549 or Andria Hansen, Acting Town Administrator, at 603-362-5266; by e-mail at stationmgr@atkinson-nh.gov or ahansen@atkinson-nh.gov. All proposals will be taken under advisement pending review and recommendation by the Town Administrator and the Station Manager. 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. A pre-proposal meeting and walk-through may be arranged by appointment through David Williams at the Town Hall.

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

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

SCOPE OF WORK

Provide and install a rack-mountable integrated studio production environment capable of interfacing with existing equipment, specifically a Leightronix UltraNexusHD video server, Blackmagic Design 12x12 Video Smarthub, Shure audio mixers (SCM820, Dante-enabled) and microphones (MX910 ceiling arrays and MX412 goosenecks), and Lumens robotic video cameras used for live production. If the solution proposed does not directly interface with this existing equipment, appropriate adapters/interfaces must be provided and installed. Current production environment to be replaced is a Newtek Tricaster 460. Any proposed integrated production environment should include at a minimum:

- a. Camera switcher with playback capability of existing video clips or still images and integration of current video conferencing software (Zoom, Skype, Google Meet, WebEx, etc) as inputs for the switcher, Character generator, audio processing capabilities, time-base correction/gen-locking of incoming video signals.
- b. The ability to input, output and record a High Definition (1080i) signal over SDI cabling.
- c. A minimum of four (4) physical camera inputs.
- d. The control surface/interface for this production environment shall be located in a control room more than 75 feet away from the rest of the equipment, as any base unit(s) shall be located in a separate, climate-controlled and secure server room. Due to these conditions, emphasis shall be placed on reliability of operation (can the system be turned on/booted/rebooted by the control surface alone, without touching the base unit; are there redundancies built-in to the system in case of failure of one or more component; etc).
- e. All additional monitors, software, accessories, adapters, and cabling for its proper operation/integration with existing equipment.
- f. Installation and testing of all equipment to ensure proper integration.
- g. Training on this installed system should be provided by the contractor to Town/Station Staff.

QUALITY ASSURANCE

- The Town Hall will be occupied during this contract. Execute the work in a careful and orderly manner, with the least possible disturbances to the public.
- The Contractor 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 any work.

REFERENCES

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

CONDITION OF EXISTING EQUIPMENT/INSTALLATION

- A. Examine wiring and existing equipment, adjoining construction, and conditions under which the new equipment is to be installed. Notify the Owner of any deteriorated condition. Do not proceed with the work until unsatisfactory conditions detrimental to the proper and timely completion of the work have been corrected.

REQUIRED SPECIFIED PRODUCT WARRANTY

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

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