



**REQUEST FOR PROPOSAL  
HD Station Upgrade  
Durham, New Hampshire**

**March 6, 2018**

The Town of Durham, NH is requesting proposals for a complete station upgrade to high definition. The station is located at 8 Newmarket Road, Durham, NH. Please submit proposals on or before 2:00 PM on Friday March 23, 2018. Contact the DCAT Coordinator, Craig Stevens at (603) 590-1383 for more information.

**Check list**

- Bids should be sealed and labeled **“2018-01 DCAT HD Station Upgrade”**
- Bids must be received at the Durham Town Hall on or before 2:00 PM (EST), Friday, March, 23<sup>rd</sup> 2018.
- Bid must be signed by person authorized to legally bind the bidder to be considered.
- Bid must include three (3) references, including at least one (1) municipality, verifying familiarity and, or experience with work requested.

**Introduction**

**1. General Background**

Durham is seeking qualified candidates to submit proposals for installation, and upgrade the present cable access channel to a full HD station. The station is located At the Durham Town Hall, 8 Newmarket Road.

**2. Terms and Conditions of Bids**

This is an invitation to submit a bid based on the materials, systems and equipment described in this document. All bids must be submitted in accordance with the specifications and information contained herein, as well as with any addenda, if required, issued by the Town. Consideration other than cost alone will be used in making the determination of award. These factors will include financial stability, availability, design support, project management and field supervision. The Manufacturers and Products specified in the document are to be used. No substitutions of components specifically referenced will be allowed, without prior written customer consent after submittal review.

### **3. Instructions to the Bidder**

Bids shall be valid for 60 days and other factors such as material and labor rate increases during the duration of this project must be taken into account. The Bidder shall consider the nature and amount of work to be done as well as the difficulties involved in its proper execution. The bid shall include all costs deemed necessary to cover all contingencies essential to the installation of the specified system. Total cost for installation materials, labor project management, and other miscellaneous items must be listed separately.

A complete materials list, including description, manufacturer, part number, quantity, unit price and total price must also be included. A statement of estimated labor hours and prevailing hourly labor rates must be included.

All products and materials shall be new, clean, free of defects and free of damage and corrosion.

Where discrepancies are found during the bid process, the most stringent requirements must be included in the bid. Any cost encountered, which is not specifically itemized in the bid, shall not be incurred unless specifically agreed upon, in writing by both parties. No additional compensation will be allowed for extra work incurred on the part of the Contractor due to the bidder's failure to notice any existing condition, which may cause additional labor.

Bid responses shall be concise following the format and numbering of this specification. Items not requiring responses shall be acknowledged by the bidder as being understood. Bidders must notify the Town as soon as detected any omissions or errors in the specification so corrective addenda may be issued. Such notification must be received by the Town, at least (7) days prior to the date for receipt of bids.

Bids will be accepted by Craig Stevens at 8 Newmarket Road, Durham, NH 03824 by 2:00 p.m., on Wednesday, March 28, 2018. Bids received after this time will be returned unopened. Inquiries and requests for clarifications should be directed to [cstevens@ci.durham.nh.us](mailto:cstevens@ci.durham.nh.us) by 5:00 p.m. on Wednesday, March 21, 2018 with the subject being **2018-01 DCAT HD Station Upgrade**.

### **4. Rights of the Town**

The Town reserves the right to accept any bid or, at its discretion, reject any or all bids for whatever reason it deems appropriate.

The Town reserves the right to purchase ALL or PART of the necessary materials and hardware needed for the project.

Receipt of a bid response does not obligate the Town to pay any expenses incurred by the bidder in preparation of the bid response or obligate the Town in any other respect.

The Town reserves the right to modify the specifications contained in the Request for Proposal anytime during the bidding period.

Only changes issued as an addendum will be binding upon the Town. No verbal instructions or interpretations of requirements shall be accepted.

### **5. Schedule of Events**

The schedule below indicates the critical dates that must be satisfied by the Contractor. The Contractor must staff its work crews appropriately to meet the required dates of completion. The Contractor shall also have staff available to provide coverage during the cut over period.

EVENT	DATE
Release of this RFP	<u>03-06-2018</u>
RFP/BID Question Deadline	<u>03-08-2018</u>
RFP/BID Question Response	<u>03-12-2018</u>
Proposal Due & Bid Opening	<u>03-23-2018</u>

### **6. Vendor Requirements**

The vendor must meet or exceed all minimum qualification requirements. All submitted quotes must provide at a minimum, all requested information in this quote document. Any portion not included will be cause for elimination from the quote process. Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated in the quote requirements. Any portions of the submitted quote, which are to be treated by the Town as proprietary and confidential information, must be clearly marked as such. The Town reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the request for information, contained in this section.

Vendors must include three (3) references for a project of similar implementation that has been completed within the past five (5) years.

- Job Location
- Contact name and telephone number
- Date of contract
- Project Description
- Equipment/Service Installed

### **7. Quote Evaluation**

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Vendors may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the Town's technology needs.

### **8. Evaluation Criteria**

The successful bidder will be chosen based upon but not limited to the following criteria:

- Price of eligible goods and services
- Prior experience and references

- Personnel qualifications (number of certifications, longevity within the sector, etc.)
- Local vendor (within a 75 mile radius)
- Past History with the Vendor

Preference will be given to a company that owns its own equipment and provides its own services. The Town reserves the right to reject any or all bids.

#### QUALITY ASSURANCE

### **9. Contractor Qualifications**

The Contractor shall at a minimum possess the following qualifications:

Be in business a minimum of five (5) years.

Contractor shall demonstrate satisfaction of sound financial condition and can be adequately bonded and insured if the project deems necessary.

Possess those licenses/permits required to perform installations in the specified jurisdiction.

Personnel knowledgeable in local, state, province and national codes and regulations. All work shall comply with the latest revision of the codes or regulations. When conflict exists between local or national codes or regulations, the most stringent codes or regulations shall be followed.

Must possess the following minimum insurance requirements and name the Town of Durham as an Additional Insured.

- |   |  |
|---|--|
| 1) Workmen's Compensation                 |  |
| Part One: Workers Compensation            | Statutory  |
| Part Two: Employer's Liability            |  |
| Bodily Injury by Accident                 | \$100,000 each accident                                    |
| Bodily Injury by Disease                  | \$300,000 policy limit                                     |
| Bodily Injury by Disease                  | \$100,000 each employee                                    |
| 2) General Liability                      | \$1,000,000 per occurrence<br>\$2,000,000 policy aggregate |
| 3) Auto Liability CSL                     |  |
| CSL (liability and property damage)       | \$1,000,000 per accident                                   |
| Uninsured Motorists                       | \$1,000,000 per accident                                   |
| 4) Professional Liability (if applicable) | \$1,000,000 per claim                                      |

No work will be subcontracted.

### **10. Required Contractor Training**

The Contractor shall be fully conversant and capable in the cabling of low voltage applications such as, but not limited to data, voice and imaging network systems. The Contractor shall at a minimum possess the following qualifications:

### **11. Contractor Responsibility**

Contractor shall be obligated to exercise the highest standard of care in performing its obligations as defined in this request for proposal.

Contractor acknowledges that Town of Durham will rely on contractor's expertise, ability and knowledge of the system being proposed and shall be obligated to exercise the highest of standard care in performing its obligation as defined in the following Scope of Work.

### **12. Manufacturer Quality & Product Substitutions**

All structured cable connecting hardware must be made by an ISO 9001:2000 Certified Manufacturer.

All products must meet the technical requirements listed in sections 5-7. Any products not meeting these requirements will not be considered.

## **GENERAL REQUIREMENTS**

### **2.1 COMFORMITY WITH RFP**

All Proposals must conform to the requirements presented in this RFP. Proposals not in conformity may be rejected. Exceptions to any requirement must be clearly noted in vendors' response.

### **2.2 UNIFORMITY OF PROPOSALS**

To facilitate evaluation, all proposals must be submitted in a uniform format as described in Section 7 of this RFP.

### **2.3 ADDITIONAL INFORMATION**

All inquiries or requests for information relative to this RFP should be directed by mail to the Town of Durham, Attn. Craig Stevens, 8 Newmarket Road, Durham, NH 03824; or by email to [cstevens@ci.durham.nh.us](mailto:cstevens@ci.durham.nh.us). All material submitted by the Town of Durham must be treated as confidential and cannot be used for any other purpose than the response to this RFP. Information submitted by a vendor will be considered confidential to the Town of Durham and will not be used for any other purpose than evaluating vendor responses. Copies of this RFP can also be found online at <https://ci.durham.nh.us> on the "bids and rfps" page under the "doing business" heading located on the main website.

### **2.4 CONTRACT**

The selected vendor **MAY BE REQUIRED TO EXECUTE A CONTRACT WRITTEN FOR AND BY** the Town of Durham. The Town of Durham may elect not to execute the vendor's standard contract. All Proposals should contain a statement indicating the vendor's willingness to accept a written contract. The vendor should indicate if this RFP and the vendor's written material could be included in the contract. Any exemptions to this requirement must be noted in the vendor's response.

### **2.5 RIGHT TO REJECT PROPOSALS**

The Town of Durham reserves the right to reject any or all proposals, to waive technicalities or informality and to accept any proposal deemed to be in the best interest of the Town.

## **2.6 LIABILITY AND INSURANCE**

When identified, the selected contractor will be notified of the necessity to provide required insurance as outlined in 1.9 above. Proof of insurance shall be provided within 15 days of date of written notification to the contractor.

## **2.7 PRICE PROTECTION**

Prices quoted in the proposal shall be firm prices and not subject to increase during the term of any contractual agreement arising between the Town of Durham and a vendor. Vendors will quote on prices less any Federal Excise Tax. Vendors should stipulate the expiration date of their quoted price. All prices will include shipping and handling.

## **2.8 RIGHT TO PURCHASE FROM ANY SOURCE**

The Town of Durham reserves the right to purchase any desired equipment, software, or services from any source or sources in part or in whole as set forth in the Town's purchasing policy.

## **2.9 DELIVERY DATE**

Vendors will specify in proposals the delivery date of their equipment, services and/or products (i.e., how long from time of order to delivery of hardware and/or software). Delivery times will be correlated to actually placing the order after approval for funding is granted.

## **2.10 VENDOR COMMITMENT**

Vendors must state their commitment to maintain, support and upgrade their services at the current or the public-released level for at least the term of the contract.

## **2.11 MAINTENANCE AND SUPPORT**

Vendors must supply the names and addresses of all service organizations that will provide support and maintenance on all products proposed herein. If appropriate, vendors must also specify the maximum time to elapse between the time a service call is made and the time a service representative arrives on site.

## **2.12 SYSTEMS RESPONSIBILITY**

Notwithstanding the contents of the RFP, it is the responsibility of the vendor to verify the completeness, accuracy, and suitability of the vendor's proposal to meet the requirements of the Town of Durham. The vendor without claim for additional payment shall provide any additional equipment required after installation to meet the project requirements, even if not specifically mentioned herein. It is understood that a complete solution for the network, which operates effectively and to the satisfaction of the Town of Durham's Information Technology Department, is required. The successful vendor will be obligated to provide a turn-key solution that meets all guarantees in their proposal for the price contained therein and that all products provided operate successfully with the Town of Durham's existing telecommunication infrastructure and related systems and networks. All products must be completely new.

## **2.13 RIGHTS TO SUBMITTED MATERIALS**

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documents provided by vendors will

become the property of the Town of Durham when received. Supporting technical manuals will be returned at the request of the vendor. The Town of Durham retains the right to use any or all system ideas presented in any proposal, whether amended or not amended. Selection or rejection of a proposal does not affect this right.

## **2.14 DISCALIMER AND CANCELLATION**

The Town of Durham reserves the right to waive any informality received where such acceptance, rejection, or waiver is considered to be in the best interest of the Town of Durham. The Town of Durham also reserves the right to reject any proposal where evidence or information submitted by the Vendor does not satisfy the Town of Durham that the vendor is qualified to carry out the requirements of the contract documents.

**The Town of Durham invites qualified bidders to submit sealed bids for the Town of Durham's 2018 HD Station Upgrade. This bid package includes the following:**

- The ability to store, retrieve, and broadcast near instantaneously multiple months/hours/days of HD content. The video server should be tightly integrated into our broadcast, scheduling, livestream, and VOD systems. Storage must be indexed for quick searching and must contain enough meta-data to provide contextual clues to the station operator. The entire system must provide meaningful reporting and metrics around use and storage of content and should provide a publically accessible interface.
- One (1) HD/SD Video On Demand and Streaming Server with associated costs for one (1) and multiple years of service.
- One (1) HD/SD Video Signage and Messaging server.
- One (1) Panasonic AW-RP120 Remote Camera Controller
- Four (4) Panasonic AW-HE40 30x Zoom PTZ HD Video Camera w/POE
- One (1) Twelve channel HD/SDI Switcher
- One (1) 12 X 12 SDI Router
- Two (2) rack mounted HD flat panel monitors.
- The ability to broadcast simultaneous from multiple local and remote locations, with remotes located within the geographic bounds of Durham and all with planned fiber connectivity. Video and audio coverage for multiple community/meeting rooms should be included and equivalent in capability to our primary broadcast site (Town Hall).

**The bid shall include all necessary mounts, wiring, shipping, installation and training.**

Submissions are to be labeled:

**“2018-01 HD Station Upgrade”**

and be delivered by 2:00pm (EST) on Friday, March, 23<sup>rd</sup> 2018 to:

**Town of Durham**  
**DCAT 22**  
8 Newmarket Road  
Durham, NH 03824

The Town of Durham reserves the right to accept or reject any or all submissions, to waive technical or legal deficiencies, and to accept, in part or in whole, any submission that it deems, at its sole discretion, to be in the best interest of the Town of Durham. The Town also reserves the right to cancel this Request for Proposal at any time for any reason

Questions may be directed to:

Craig Stevens  
DCAT Coordinator  
Town of Durham  
8 Newmarket Road  
Durham, NH 03824  
603-590-1383