

REQUEST FOR PROPOSALS

FOR

**Live Stream Equipment and Service
for Public Meetings**

Proposal Due Date/Time:

Thursday, October 22, 2020 by 4:00 p.m. EST

Contact:

Sharon Lamar, City Clerk

Telephone: 803-441-4202

Email: slamar@northaugusta.net

SECTION 1 – PROJECT OVERVIEW

The City of North Augusta, South Carolina seeks to live stream audio and video of in-person City Council and other public meetings held in the City Council Chambers and the City Council Conference Room. The City seeks to stream the public meetings through its website, www.northaugusta.net (via splash page, video embedding, or link to external site). The City desires a live stream solution that minimizes staff involvement in the streaming and archiving process. It is preferred that the streaming service provides close captioned services to display during the meeting. It is preferred that the archived recordings of meetings are able to be indexed, easy to search and available on demand for viewing through the City's website. The City desires, but does not require, the ability to track the number of viewers of per streamed meeting (both live and archived).

The City does not currently have permanent cameras in the City Council Chambers or Conference Room, but has a permanent microphone and speaker system installed in the Council Chambers. The City seeks a turn-key installation service, whereby the vendor evaluates the City's current infrastructure, identifies and acquires all necessary additional equipment, hardware and/or software, installs all necessary equipment, and trains city staff.

SECTION 2 – GENERAL TERMS AND CONDITIONS

Non-Discrimination: The City of North Augusta does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. All vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.

Governing Law: Any agreement, contract or purchase order resulting from this RFP, shall be governed by the laws of the State of South Carolina.

Acceptance/Rejection of Proposals: The City of North Augusta reserves the right to award to the vendor who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications. The City further reserves the right to accept or reject any or all proposals, and to award or not award a contract based on this RFP.

Conflict of Interest: Each vendor shall affirm that no official or employee of the City of North Augusta is directly or indirectly interested in this proposal for any reason of personal gain.

Withdrawal of Proposals: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for sixty (60) days after submittal.

Insurance Requirements: Vendor shall maintain at its own expense during the life of the contract such comprehensive general liability insurance including products and completed operations. City of North Augusta shall be listed as an additional insured. Vendor shall maintain the following:

Bodily Injury Insurance in an amount not less the \$500,000 for bodily injury, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than

\$1,000,000 on account of one accident.

Property Damage Insurance in an amount not less the \$500,000 for any one damage claim, and in an aggregate amount up to \$1,000,000 during a period of twenty-four (24) months

Workers Compensation Insurance as required by the State of South Carolina

Services Performed: All services rendered under this agreement will be performed at the vendor's own risk and the vendor expressly agrees to indemnify and hold harmless The City of North Augusta, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

Independent Contractor: It is mutually understood and agreed that vendor is an independent contractor and not an agent of the City of North Augusta.

Verbal Agreement: The City will not be bound by any verbal agreements.

SECTION 3 – PROJECT SCOPE

The City seeks the following services to be provided: Turnkey solution for live video streaming, digital recording and archiving of City Council, Planning Commission, Board of Zoning Appeals and other public meetings.

Technical Requirements: Identifying and recommending new equipment as necessary for turnkey solution, potentially to include, but not limited to, cameras, microphones and speakers.

Installation of all equipment: The vendor will be responsible for securing and installing all equipment, including, but not limited to: hardware, electrical, network and component cable installation.

Testing and Training Requirements: Fully test the final system prior to first meeting live stream. Provide training to City employees that will maintain and/or administer streaming media solution.

Maintenance/Warranty Requirements: Electronic devices not manufactured by supplier shall carry any original manufacturer's warranty which exceeds the contractor one (1) year warranty. Pass any registration and warranty documents and warranty rights to the City.

SECTION 4 –PROJECT TIMELINE

Item	Date
Request For Proposal Published	Thursday, October 1, 2020

Proposals Due	Thursday, October 22, 2020
Project Implementation	November - December 2020

SECTION 5 – PROPOSAL FORMAT

Vendors desiring to submit proposals should submit one (1) original, plus one (1) electronic version of their proposals. Both hard and electronic copies must be received by the City on or before 4:00 PM EST on the due date. Proposals received after the deadline will not be considered. Send proposals to the following mailing and email addresses:

City of North Augusta
 Attention: Sharon Lamar, City Clerk
 100 Georgia Avenue
 North Augusta, SC 29841
 Email: slamar@northaugusta.net

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP shall become the property of the City when received and shall be subject to the freedom of information act of the State of South Carolina. The City reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP.

Proposal Documents: The proposal shall include a Table of Contents detailing sections and corresponding page numbers, and shall be on letter size (8 1/2” x 11”) paper. The following sections shall be included in the proposal (see below for detailed description of each): 1. Firm Overview; 2. Project Team; 3. Proposed Project; 4. References; 5. Time Schedule; 6. Pricing & Fees; 7. Production Support Services

1. Firm Overview

Vendor is requested to define the overall structure of the Firm to include the following:

Descriptive background of company history
 Principal business location and any other service locations
 Primary line of business
 Communities utilizing your products/services

2. Project Team: Provide qualifications of key personnel.

3. Proposed Project

Identify the proposed product(s)/service(s), to include but not limited to, the following areas:

All necessary components to render it complete and operational.

Project Plan in detail to include:

Equipment acquisition

Installation
Education and Training
Testing and Support
Impact on/adjustments to current system, equipment and facility
Warranty
Maintenance
Documentation

4. References

Vendor should include at least three (3) references with names, addresses, email addresses, and telephone numbers of similar projects installed.

5. Time Schedule

Provide a schedule on each phase of the proposed project. All onsite work shall be performed during the following business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m.

6. Pricing & Fees

Provide an explanation of the total cost of the service(s) showing a breakdown by item. Include all items necessary to render project complete and operational. Any travel costs shall be included in the implementation services. Both installation (one-time costs) and recurring annual costs should be provided.

7. Production Support Services

The proposal shall include whether remote support and assistance (during regular business hours and after) is available for new and/or existing equipment and software.

SECTION 6 – PROPOSAL EVALUATION

A panel of City of North Augusta staff will review and scored submitted proposals. The top vendors may be asked to provide additional information. The City may request Best and Final offers based upon improved understanding of the offers or changed scope of work. Based on the initial proposals, and Best and Final offers, if requested, the panel will select the proposal which best fulfills the requirements and is the best value to the City. The City will negotiate with that vendor to determine final pricing and contract form. Evaluation criteria will be as follows, with a maximum 10 points per criterion (100-point max):

1. Experience
2. Overall Proposal
3. Quality of Proposed Approach
4. Related Projects
5. Availability of Key Personnel
6. Capacity of the Consulting Team
7. Clarity of Role and Level of Involvement of Local Staff
8. Value
9. Responsiveness
10. Preference items