

CONTRACT / BID / SPECIFICATIONS
TOWN HALL DIGITAL AUDIO AND VIDEO SYSTEM

TOWN OF POUGHKEEPSIE, NEW YORK
ONE OVEROCKER ROAD
POUGHKEEPSIE, NEW YORK

CONTRACT No. 11-3

TOWN SUPERVISOR.....PATRICIA MYERS
BOARD MEMBERS..... RICHARD LECKER
.....SEAN EAGLETON
..... JOSEPH CONTE
.....MICHAEL CIFONE
.....STEPHAN KRAKOWER
..... TODD TANCREDI
TOWN CLERK.....SUSAN MILLER
TOWN ATTORNEY..... JAMES NELSON

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I. Introduction

The Town of Poughkeepsie seeks to improve communication between the citizens of the Town, the Town Board, Town employees, and the various boards and agencies of the Town. Public meetings and public hearings are convened in the Town Hall Meeting Room, which is located on the second floor of Town Hall, One Overocker Road, Poughkeepsie, New York. Meetings are broadcast to televised public access channels (Time Warner Channel 20; Cablevision Channel 22; Verizon Channel 38), and to two large digital monitors within the meeting room. However, deficiencies in the existing equipment used to collect the audio and the visual meeting presentations do not allow the display of digital files and information during meetings, and lack the ability to support web-based broadcasting, access, and playback. Additionally, the microphones and speakers in the meeting room often stop working making it impossible for persons in the room to hear what is being said. The Town is also planning on expanding an adjacent detached building for use as a senior center which will include a meeting room that may occasionally be used for public meetings. This new meeting room must also be connected to the main broadcast control room.

This Request For Bids (RFB) sets forth the goals of the Town to obtain and install and the best possible digital audio and video system for the least expenditure of public monies.

II. Request For Bids

In order to carry out this RFB the Town Board has assigned Town Staff the responsibility to prepare the RFB, advertise the availability of the RFB, evaluate the Bids received, and make a recommendation to the Town Board as to the firm or person to whom the contract for the design, installation, and servicing of equipment should be awarded. The Town's contact person regarding any questions about this RFB is Mark Fink, 845-486-7887.

Questions regarding this RFB may be submitted via email to mfink@townofpoughkeepsie-ny.gov, or via facsimile to 845-485-1130, or via overnight or regular mail. No questions shall be responded to within 48 hours of the date of receipt of the RFB. All warranted questions and their responses shall be posted to the Town website at www.townofpoughkeepsie.com. It shall be the responsibility of each Bidder replying to this RFB to check the Town web-site for questions and replies. Questions and comments that are not in writing will not be accepted and will not receive a reply. The Town reserves the right to extend the time period for receipt of Bids in order to respond to one or more written question(s) and to provide adequate time for responding Bidders to consider the reply(s) to such question(s). If the Town chooses to exercise this right, it will endeavor to do so within three (3) days of the scheduled date for receipt Bids. It is the responsibility of all interested Bidders to contact the Town Clerk for notice of any extensions in the scheduled date for the receipt Bids. Notice of such changes will also be posted on the Town website.

The Town of Poughkeepsie invites bids on the form attached hereto, all blanks of which must be completely filled in.

One original and nine (9) copies of the bid shall be submitted. The bid shall be filed with the Town Clerk either by U.S. Mail, overnight delivery, or in person at the Town Hall, One Overocker Road, Poughkeepsie, New York 12603. The envelopes containing the bids must be sealed and addressed to the Town of Poughkeepsie at One Overocker Road, Poughkeepsie, New York 12603 and designated as bid for the "Town Hall Digital Audio and Video System". Bids must be received by the Town at the Office of the Town Clerk no later than 12:00 PM Eastern Standard

Time on January 23, 2012 at which time they will be publicly opened and read aloud for the "Town Hall Digital Audio and Video System".

The Town may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 60 days after the actual date of the opening thereof.

It is expected that the selected Bidder and the Town will negotiate a contract for the selected services which contract shall include specific details as to insurance requirements, timetable for commencement and completion of tasks, schedule for payments and deliverables, and the general and specific responsibilities of the parties under the contract.

The Town may reject any bid that the Town, in its sole discretion, determines is non-responsive to this RFB. Additionally, the Town shall base its award on the pass/fail requirements contained in this RFB document for any reason, and further may select or reject any Bidder for any reason.

The Town may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the town that such bidder is properly qualified to carry out the obligations of the contract documents and to deliver the items specified. Conditional bids will not be accepted. Names and qualification of all subcontractors must be submitted with the bid. At the time of the opening of bids each bidder will be presumed to have read and to be thoroughly familiar with the contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation with respect to his/her bid.

Each bidder must inform him/her self of the conditions relating to the work required under this project and the employment of labor thereon. Failure to do so will not relieve

a successful bidder of his/her obligation to furnish all material and labor necessary to carry out the provisions of his/her contract.

This work is exempt from certain sales/use taxes and the Contract amount excludes such taxes, but includes all other taxes.

Bids will be compared on the basis of the totals on the bid form comprising all items at the respective lump sum prices and/or unit prices bid for those items. In the event there is a discrepancy between any figures written in words and written numerically, the price written in words shall govern. The Town reserves the right to waive any irregularities or informalities, or to reject any or all bids.

It is the Town's intention, to award the contract based on the lowest price of the base bid minus the alternatives chosen which have been submitted by a qualified bidder as long as the base bid minus the alternatives chosen does not exceed the amount of funds then estimated by the Town as available to finance the contract. If such bid exceeds such amount, the Town may reject all bids.

The bidder to whom the contract is awarded shall furnish a Performance Bond equal to 100% of the amount of the contract, and a Labor and Material Payment Bond equal to 100% of the amount of the contract.

Before the Town enters into agreement with the Contractor, he must submit proof that he has obtained the required workers' compensation and disability benefits coverage, or that he is not required to provide such coverage. Employers who are not required by Law to provide workers' compensation and/or disability benefits coverage must submit Form C-105.21 (Statement That Applicant Does Not Require W.C. or D.B coverage), which when completed by the Workers' Compensation Board is proof that the applicant is not required to carry either type of insurance.

Receipt of a Bid document does not indicate that the Town has accepted the Bidder's qualifications to receive an award. Such determination will be made after the request for bid due date and will be based on the Town's evaluation of the bid submission compared to the specific requirements and qualifications contained in this RFB.

The Town of Poughkeepsie reserves the right to:

1. Reject any or all bids received in response to the RFB;
2. Withdraw the RFB at any time, at the Town's sole discretion;
3. Make an award under the RFB in whole or in part;
4. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFB;
5. Seek clarifications and revisions of proposals;
6. Use bid information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the Town's request for clarifying information in the course of evaluation and/or selection under the IFB;
7. Prior to the bid opening, amend the RFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
8. Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFB amendments;
9. Change any of the scheduled dates;
10. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
11. Waive any requirements that are not material;
12. Negotiate with the successful bidder within the scope of the RFB in the best interests of the Town;
13. Conduct purchase agreement negotiations with the next responsible bidder, should the Town be unsuccessful in negotiating with the selected bidder;
14. Utilize any and all ideas submitted in the bids received;
15. Unless otherwise specified in the solicitation, every offer is firm and not revocable by the bidder for a period of 60 days from the bid opening; and,
16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and

complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation.

By submitting a bid the Bidder acknowledges that the Town's execution of any Contract is contingent upon the Town's determination that the Bidder is responsible.

The Town of Poughkeepsie reserves the right to cancel any contract upon 30 days written notice for:

- (1) Unavailability of Funds; or
- (2) Cause; or
- (3) Convenience.

If the agreement is terminated the Town shall be liable only for payment of goods received and labor performed prior to the effective date of termination.

III. Mandatory Bid Format

In order to assist the Town with the evaluation bids that are received **each bid shall use the following format:**

A. Statement of Qualifications

A brief description of the firm or person submitting the bid, including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and number of years in business. This will include a list similar projects including client contact name, type of equipment installed, year completed, dollar amount, and the telephone number(s) of at least one contact person at the entity the work was performed for that possesses direct knowledge of the referenced project. It is very important to include project management experience for the Bidder's proposed project manager.

The project requires appropriate expertise in the areas listed. Thus the equipment furnished and major work described must be provided and performed by an established Audio and Video contracting firm, which must document its ability to execute the work in a timely, competent, and acceptable manner. All bids must contain proof that the proposed firm:

1. Understands the full scope and complexity of the project and is fully equipped with personnel, hardware, parts, test equipment, and service vehicles, to undertake it. The Town reserves to right to inspect the facilities and operations of any Bidder to verify this requirement.
2. Has been in the business of performing this type of work for no less than eight (8) years.
3. Operates from an office within 50 miles of the Town of Poughkeepsie Town Hall and is equipped with a dedicated service shop.
4. Is not a private residence. Parties who operate from private residences will not be considered qualified for this project.

5. Has satisfactorily performed professional sound and A/V work at a minimum of six similar projects within a 100-mile radius of the Town of Poughkeepsie, New York.

B. Project Schedule & Details

The Bidder shall provide a detailed project schedule, depicting the start and completion time for each of the work scope items identified in this RFB. This shall include a detailed description of the Bidder's proposed approach, scope of services, and timeline to complete each task. The Bidder shall also identify any permits that will be required.

D. Cost & Payment Schedule

The Bidder shall provide a not-to-exceed cost (including all reimbursable expenses) for all work to be performed with all invoices tracking the specific work or services provided, and shall include a proposed payment schedule on a percentage of work completed.

E. Alternative work items

The Bidder may include a list of alternative work items listed as a proposed additional expense. Each additional work item shall be clearly identified and related to the full description provided in the Bidder's technical bid. Such alternative work item pricing shall include a not-to-exceed cost to complete each work item.

F. Non-Collusion Certification

Each bid shall include a signed original of the Non-Collusion Certification attached hereto and made part of this RFB in Exhibit "A".

IV. Mandatory Bidders Meeting

Each Bidder shall attend a meeting with Town Staff to discuss the RFB and to conduct a preliminary review of the Town Hall layout and equipment. The meeting shall be held on December 19, 2011 at 1:30 PM in the Town Hall, One Overocker Road, Poughkeepsie, New York. The meeting shall include a tour of the affected Town facilities. Since a substantial part of the project is retrofit work, it is mandatory that prospective Bidders make arrangements with the Town representative to perform a detailed study of existing site conditions and existing equipment in advance of bid submission. Bid submission shall certify that Bidder has performed said site study, accepts responsibility for its accuracy, and has included within the bid all costs required to meet the specifications of this RFB.

V. General Requirements

The work to be provided under this specification consists of furnishing and installing a comprehensive Audio/Visual, Pro-sound, CCTV, Assistive Listening, Cable Broadcast, and Internet Broadcast system at the Town of Poughkeepsie Town Hall Building, Poughkeepsie, NY. The specification is primarily functional. The Town is seeking design/installation bids that adhere strictly to the extensive functional requirements set forth herein.

This RFB sets forth specifications that are intended to establish a carefully planned minimum level of quality and performance for all components, and will be rigorously enforced by the Town.

Equipment from reputable manufacturers, and design concepts will be considered, provided that proof is included with the bid that these specifications would be met or exceeded in their entirety. All bids must include complete engineering data on all equipment proposed as well as block diagrams as described below. Bids that do not contain the required engineering data for a complete quality and compliance evaluation will be disqualified as non-responsive. Pursuant to these requirements all bids shall include the following package of data:

1. A comprehensive equipment list, including complete manufacturer, model, and quantity information for every component proposed for this project.
2. A set of block diagrams to show the full integration and implementation of the proposed equipment. Separate diagrams shall be submitted to show signal flow for:
 - Audio
 - Video
 - Control
 - Manufacturer cut sheets for all proposed components

Any bid which, in the sole opinion of the Town, indicates a deficient understanding of the scope and complexity of this project, or which demonstrates that the Bidder does not possess the experience, expertise, service capabilities, and track record these specifications require, shall be subject to rejection by the Town.

It shall be the Bidder's sole responsibility to supply all materials and labor needed to create a complete, working, and stable system within this specification's intent, as determined by the Town. The Town will not pay any additional charges above the bid amount to render the system 100% operational in accordance with manufacturer's specifications, and in accordance with the functional intent of these specifications.

The Bidder shall provide and install all needed cabling, per manufacturer's requirements, to connect with all specified equipment and provide all specified functions within the project's intent.

The final installation shall further be in full and total compliance with manufacturers' published conductor requirements for the specific equipment proposed. The Bidder shall not put the Town at risk by implementing his own ideas or theories with regard to cable conductor requirements and configurations, which are contrary to standard documentation. Before an award can be made, the aforementioned engineering data and cable lists shall be scrutinized to verify compliance in this area.

All equipment furnished shall be UL approved. All high voltage work shall be performed by a licensed electrical Bidder.

To minimize any possibility of disruption, the Bidder shall perform a comprehensive clean up before leaving the job-site on a daily basis. The clean up shall include, but not be limited to, daily removal of the following from the job-site; all construction debris and trash, all construction materials, any construction equipment and tools, and all potential hazards to other trades, persons, and property.

PREVAILING WAGE REMINDER: New York State prevailing wages govern the work to be performed under this specification. The Bidder shall be responsible for paying prevailing wages to field personnel, in compliance with New York State prevailing wage laws, and for submitting to the Town the required certified payroll reports with all

payment applications. Electrical Contractor rates shall apply.

VI. Specific Requirements

A. Presentation Display Systems

There are currently two flat panel LCD displays and an existing motorized projection screen, located in the town hall Meeting Room. To supplement the existing displays, a ceiling mounted projector shall be added to the system. The projector shall be configured to accept RGB and HDMI and composite video signals. The projector must produce an image at a minimum brightness of 4000 lumens. The projector must have horizontal and vertical lens shift. The average lamp service life must be rated at 6000 hours. The projector must support wired and wireless Ethernet connectivity for system management as well as image transmission. The projector must support output from commonly available PC & Mac laptop, notebook, netbook computers as well as MP3, iPad, iPhone and iPad Touch devices, connected through VGA, HDMI and/ or wireless means. The projector must employ a filter rated for 12,000 hours of service and must also carry an warranty from the manufacturer for 3 years parts and labor.

A new floor box shall be installed in front of the podium, as directed, for this equipment, as well as in conjunction with the Audio Equipment (below). It shall consist of an FSR FL-FL500P series flush box (4" depth, to be reconfirmed at installation for possible obstructions), along with heavy gauge stainless matching cover. The box shall be installed by a town-approved mason, who will provide all necessary demolition, patching, conduit, and finish work required in order to securely install the unit with a finished result.

Primary power shall be brought to a new duplex receptacle within the box, by a licensed electrician. Primary power shall similarly be brought to a duplex receptacle above the ceiling, for the projector.

The floor box shall be set up with all needed hardware and interfaces to allow for the connection of VGA and HDMI signals, plus stereo line level audio, typically from a laptop computer. An RJ45 connector shall be wired and installed and connected to the building's network. Other connections are listed below in the Audio Section. Appropriate cabling, connectors, signal processing etc. must be provided between the floor box, switching system, projectors and displays.

All 3 Meeting Room displays must be configured to display signals from the VGA & HDMI floor jacks as well as the output from the camera system described below.

The Projector mount must employ fine tuning mechanisms to allow fine adjustments for roll, pitch and rotation. The mount must also have a quick release mechanism to facilitate removal.

B. Camera System

There are 3 existing Sony color PTZ cameras. The cameras must be rewired and relocated as follows:

One shall be located in the front corner, to the left of the projection screen, the center aimed across the board table; one on each side wall, the center aimed at the board table.

A new camera of the same series shall be supplied to the existing ones, except with an appropriate lens, such that, at its widest, captures 48 degrees of horizontal view, and at full zoom captures 2.7 degrees.

A wall mount must be provided for the new camera. Provisions for camera power must be included in this bid.

All camera signals must be brought to the main rack located in the IT director's office. Provisions to output any of the 4 cameras to any of the above mentioned displays shall be provided in this bid. All 4 cameras must be compatible with and connected to the existing PTZ controller.

Each camera's output shall be routed to an independent existing rack mounted monitor dedicated for preview monitoring; located in the IT director's rack.

Additional A/V connectors (one BNC and 1 pair of RCA's) shall be mounted on a blank panel in the meeting room wall rack that will enable a portable camcorder to transmit audio and video signals to the Main Rack switching system. This will allow the transmission and/or recording of the camcorder's output, in real time, as selected by the touchscreen(s) controls.

C. Content Source Video Switching System

A matrix audio / video switching system shall be provided that allows each content source signal to be switched to any and all output display devices and broadcast encoder devices (described in detail below). Audio must be able to be separated from the video source and switched independently. Switching system must be controllable from a touchpad interface (described in detail below). Switching system must have at least 150 MHz of bandwidth available when it is fully loaded. Consumer grade switchers with RCA video connectors shall not be considered.

D. Partial Signal List

Inputs: Camera 1; Camera2; Camera 3; Camera 4; VGA + audio floor box; HDMI through floor box; FIOS TV receiver + audio; Cablevision TV receiver +audio; Time Warner TV receiver + audio, DVD and Hard drive recorders & Video archive and schedule system (described in detail below), Portable Camcorder video and audio from Meeting Room mixers

Outputs: LCD Panel 1; LCD Panel 2; Projector; Preview Monitor; Program Monitor; DVD Recorder; HD/DVD Recorder; FIOS Broadcast Interface; Cablevision Interface, Time Warner Interface, Webcast Interface, & Archive Encoder.

E. Preview & Program Monitoring

Two existing rack mounted monitors shall continue to be used as preview and program view monitors.

F. Control System

An intuitive control system shall be provided in order to simplify system operation. A custom application shall be provided to the Town. The source code and all software and cabling necessary to reload the program shall be provided to the Town. The source code becomes the property of the Town. Any bid that implies a license to the control program shall not be acceptable.

The user interface shall be a touch screen controller at least 10" diagonal flush mounted in the IT director's rack. The control system shall be programmed to allow audio and video source selection to all displays in the hall Meeting Room, preview & program

monitors, broadcast encoders & broadcast receivers. Control system shall also allow for audio volume adjustments for Meeting Room reinforcement system and broadcast encoder levels.

Network connectivity must be included with the control system. The network connectivity shall make it possible to monitor system status and control the system, via a web browser interface.

A wireless touchpad control interface shall be provided, that is a duplicate in function and layout, of the rack controller. This interface must be able to control the system while located in the Meeting Room.

Two levels of system access and control shall be developed in the control program. 1) A basic interface for casual system users; addressing the displays and sources located in the Meeting Room. 2) An advanced level that address all of the basic functions as well as control and routing all of the broadcast sources and destinations including transport control of the recording equipment and control of all switching functions. Access restrictions and range constraints to all functions and features shall be determined in at least three consecutive meetings, with the Town.

Touchpad Controlled Devices: All Audio Video Switching / Signal Routing; Projector; 2) LCD Displays in Meeting Room; DVD Recorder (existing); HD DVD Recorder (existing); Audio Level in Meeting Room; Broadcast Receivers and Telephone Conferencing (in Meeting Room).

G. Broadcast Content

The audio and video switching and signal routing system shall provide means to route audio and video signals originating from the cameras, video archive storage system (described below), DVD and Hard Drive recorders (existing), simultaneously, to three cable TV broadcast feeds and one internet webcast feed. The demarcation point for these four signals shall be an encoder, each provided by others, connected to a monitor dedicated for each signal. The system shall also provide the ability to simultaneously route the audio and video signals to two existing local recorders (DVD and Hard drive).

H. Program Confidence Monitoring

Each broadcast encoder input shall be routed to a screen within a rack mounted array of 4 flat panel monitors for confidence monitoring; located in the IT director's rack. Inexpensive, consumer grade monitor displays will not be acceptable.

The confidence monitoring shall always display the signal being sent to each interface/encoder regardless of the state of the video switching system. This will serve as verification that signal is present and serve as the demarcation point for any/all broadcast signals. The current broadcast encoders are; FIOS, Cablevision, and Time Warner plus an internet based webcasting encoder.

New Rack shelves shall be provided for all broadcast encoders for a finished appearance. Additional space shall also be provided for future broadcast encoders.

I. Broadcast Monitoring and Playback

The system shall provide a means to route the three cable providers' signals, via A/V receivers supplied by the respective cable providers, to the rack mounted monitors and/or the three displays (2LCD and 1 projector) located in the Meeting Room. This serves as verification of each cable provider, plus adds the ability to display broadcast content at the rack and/or Meeting Room.

J. Live Character Generator

A character generator shall be supplied. The CG shall be capable of adding titles, caption or time and date characters to the video destined to the cable and web broadcast feeds in real time.

K. Content Archive & Scheduled Playback System

The system shall provide a means to record the broadcast signal in digital format for local storage and scheduled playback. The storage capacity shall allow for 2 years worth of meetings according to current meeting schedules. The system must be able to record in Adobe Flash, Windows Media Video and / or H.264. The H.264 encoder must support multiple profiles for small, portable video devices through to full resolution HDTV as this format is manufacturer neutral and universally supported. Encoder must support real

time scaling and cropping.

Real time recording signal types must include composite video, S-Video, Analog Component Video, SD-SDI, HD-SDI and HDMI. SDI and HDMI must support embedded and dis-embedded audio. This range of inputs ensures the Town's ability to archive video in all of the most popular video signal formats.

The system shall support playback of the real time encoder formats plus MPEG1 &2, AVI, DIVX as well as JPG, GIF, BMP & PNG still image formats. Additionally, the playback system must support PowerPoint, PDF images, WAV & MP3 audio, RSS feed and URL Pointers.

The system shall provide the means to construct a schedule of automated content playback. A full month's playback schedule must be possible. The content shall be initially, but not limited to, the recorded meetings held in the town Meeting Room, community service messages, emergency messages, etc. Multiple, simultaneous content types must be possible. For example, video with a message crawl, slideshow with split screen text message, etc.

Scheduling shall be performed locally or from any computer with network access to the storage system. It is imperative that the scheduling system be highly intuitive at the end-user level. A demonstration, either slideshow (PowerPoint) or video, showing the user interface, schedule creation and other pertinent features must be provided in order for the Town to evaluate the ease of use of the proposed system, prior to installation, for final approval. Final approval is mandatory before implementation.

A video editing software solution shall be provided with the system. The editing solution will allow the end user to select excerpts of audio and video and compile a "highlights" style video.

All servers, control computers, player computers, etc. required must be supplied with system as well as all operating systems, applications, licenses, connection licenses, etc. must be supplied and become the Town's property. Software as Service solutions (SAS) will not be considered. A KVM switch must be provided to unify control of all servers, computers, etc.

L. Audio

All existing microphones shall be replaced by new Shure MX418D/C units with base. Two additional MX418D/C microphones shall be provided, at new locations with new receptacles, as directed at each end of the console.

A pair of Aux output jacks for media feed purposes shall be provided and wired on the inner east side of the console. Existing Aux output jacks for logging tape decks shall be replaced.

Home run wiring from each microphone and Aux output receptacle shall be installed to the Rack in the Meeting Room closet. All existing wiring shall be removed, and a new snake line shall be provided using appropriate lubricants in the existing conduit, also including at least 3 spare audio shielded pairs.

The previously specified FSR floor box shall be equipped with an XLR Microphone Receptacle and a 1/8" mini stereo phone receptacle in addition to all other receptacles specified for the other requirements listed herein.

A set of three (3) linked Shure SCM810 mixers shall be furnished and installed in the Meeting Room rack. Special functions shall be programmed as required by the Town.

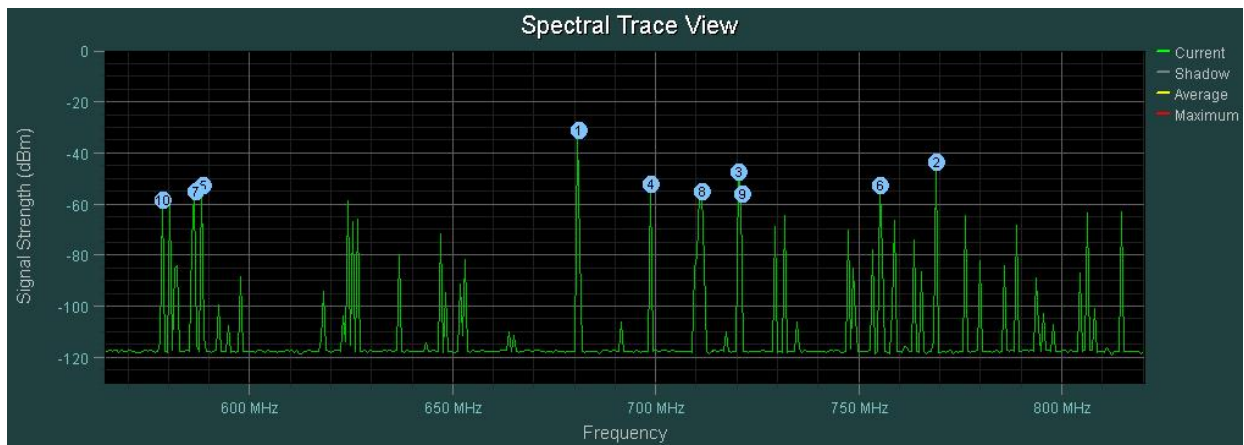
A professional-grade digital signal processor (DSP) shall be installed, providing as a minimum, 24 bit conversion, 48 kHz sampling, full hardware metering of all input and output channels on the front panel, full access to presets on the front panel, and a minimum dynamic range of 110 decibels. The Town is particularly concerned with achieving constant signal level, regardless of inconsistencies with microphone use. All necessary leveling modules shall be implemented and properly programmed to achieve this result.

A professional-grade assistive listening transmitter, with coaxial antenna, shall be installed in the Rack. It shall be furnished with 5 matching receivers, each equipped with a "walkman" style headset.

A set of four (4) professional-grade wireless microphone systems shall be furnished and installed in the rack, complete with all active antennas combining equipment. One-half

Wave antennas shall be installed in the room, as directed. Three of the systems will be equipped with hand-held transmitters. One shall be equipped with a high-sensitivity lapel-style microphone.

Regarding the selection of wireless microphone systems; in order to avoid disruptions, dropouts, noise and other intermittent problems associated with radio interference, an analysis of the town hall meeting room must be conducted. A diagram that indicates any radio frequencies present over a two hour sampling must be provided with the bid along with a list of open frequencies. The frequencies of all microphone systems provided in this project must agree with the report and scan diagram. Below is an example of the report diagram:



The existing power amplifier shall be removed and turned over to the Town. A new shallow depth, 2 rack space, professional-grade stereo 70 volt power amplifier with rear mounted volume controls shall be furnished and installed.

A new UL listed power panel with surge suppression shall be installed in the Meeting Room rack.

The existing wall rack in the closet shall be reutilized.

The existing speakers shall be reutilized.

The System shall be equalized using the SIA SMART transfer function, with appropriate interface equipment, in exact accordance with SMAART and SYN-AUD-CON instructions for parametric filter tuning. The use of conventional 1/3 octave real-time

analyzers does not provide the required time domain correction, analysis tools, and precision, and will not be acceptable. The Bidder shall submit a report to the Town showing both the raw room curve before equalization, and the final, improved result after tuning, from at least 4 points in the room. All data shown shall be colored computer printouts.

A telephone conference system shall be integrated into the audio system enabling parties to call into a meeting, or to be called by meeting attendees, and have both sides of the telephone conversation heard over the speakers. All of the installed microphones are to be configured to be heard by the far end caller. Control for connecting a call and termination of a call shall be incorporated into the touch panel control interface. A freestanding standard telephone shall be furnished and wired (with modular connection plate), as directed near the Chairman's position. Conferences shall be set up and enabled by the system operator.

M. Power Protection and Battery Backup

A computer-grade UPS system shall be furnished at the Control Room Rack, to allow for at least 20 minutes of backup under full load conditions.

N. Existing Equipment to be Reused

- **PTZ Cameras**
- **Logging Tape Recorders**
- **15" Rack Monitor**
- **Keyboard Tray**
- **Rack Mounted Dual Monitor**
- **Rack Mounted Quad Monitor**
- **Magnavox DVD-HDD**
- **JVC DVD**
- **(one of the) Sony DVD**
- **Drawer**

- **Equipment Racks and power strips**
- **Projector Screen**
- **Cable and FIOS Boxes**

O. Installation

All new wall mounted devices will require concealed conduit and back-boxes, as required by local code.

All existing equipment not specified for re-utilization shall be removed and turned over to the Town.

Exposed wiring, conduit, Wiremold, or back boxes shall not be acceptable, except where specifically approved, in writing, by the Town.

All cable throughout the project shall be plenum rated, and shall strictly follow the conductor and gauge recommendations set by the manufacturers.

Conduit connectors with plastic bushings shall be installed at the ends of any and all conduit stubs, to prevent wire chaffing.

Cables in racks shall be meticulously labeled and neatly arranged, using professional plastic coated adhesive labels. Proper service loops shall be provided throughout the project. Any wiring which is considered sloppy by the Town shall result in mandatory re-installation of same.

Cables in racks shall be grouped together and separated under the categories of RF, data, speaker level audio, line level audio, mic level audio, and 115 VAC.

All wiring shall be performed in a neat and workmanlike manner, following the standard procedures used in the electrical contracting trade. Open cables resting on ceiling tiles shall be unacceptable.

The Bidder shall furnish a permanent, dedicated primary AC circuit as needed. All Class I wiring shall comply with NEC and NFPA electric codes.

Steps will be taken to ensure that the transition from the current configuration goes as

smoothly as possible. As part of the cut-over requirements the Bidder shall, together with Town Staff, develop a strategy to transition the new equipment in a way that will cause as little disruption as possible to the Town's broadcast schedule. This will include, but not be limited to an installation and setup of the new system over several days, which will involve leaving the current system on-line and wait until the new system is one-hundred-percent operational before the actual switchover is made.

P. Installation; Training; Guarantee

The Bidder shall provide a total of six training sessions, at the Town's discretion, over the course of the first 6 months of use. The time allotted for each session shall be four hours, on site.

The Bidder shall guarantee all new equipment and work described in these specifications for a period of one (1) year from the date of acceptance.

EXHIBIT "A"

NON-COLLUSION CERTIFICATION

By submission of a proposal in response to this Request For Bids each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and
- 3) No attempt has been made or will be made by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Name of Firm: _____

Address of Firm: _____

Telephone: _____

By: _____
Signature of Representative of Vendor Firm or Corporation

Print or Type Name of Representative of Vendor Firm or Corporation

STATE OF _____)

SS.:

COUNTY OF _____)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in _____ and for said State, personally appeared _____, personally known to me or provided to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC