

**Town of Danville, NH**  
**Request for Proposal (RFP)**  
**Audio/Video Equipment & Services**  
**RFP# DNVL-CBL-2021-001**

**Questions should be Directed to:**

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## 1 Introduction

The Town of Danville, NH (hereafter referred to as “the Town”) requests proposals for Audio and Video equipment and services for broadcast and streaming of meetings from the Danville, NH Town Hall. The Town seeks to upgrade the existing analog systems with newer, digital equipment. Specifically, the Town requires:

- Microphone(s) for the conference table (CLIN 1)
- Microphone(s) for meeting attendees (CLIN 2)
- Speaker(s) for meeting attendees (CLIN 3)
- Video Cameras (CLIN 4)
- Audio Video Control Center for operator management of the above (CLIN 5)
- Installation of the above (CLIN 6)
- Training for the above (CLIN 7)
- Cable TV Modulator (optional CLIN 8)

The offeror shall submit a proposal, by CLIN, to provide the items specified in Contract Line Item Numbers (CLINs) 1 through 7 and, optionally, CLIN 8. If any CLIN is included in another and therefore has no separate cost, it should be marked in the proposal as “NSP” (Not Separately Priced).

The Town intends to award this effort in the first quarter of calendar year 2022 with installation anticipated to take place in the first and second quarter of 2022.

## 2 General Provisions

The following general provisions pertain to all proposals and shall be adhered to by all offerors. The offeror should explain in their proposal how they intend to comply with these provisions.

2.1 All work requiring access to the Danville Town Hall shall be scheduled for regular operating hours of the Danville Town Hall, unless specifically approved otherwise.

2.2 All work requiring access to the Danville Town Hall shall be done in a manner to minimize impact to normal Town Hall operations (e.g., operations which require power disruptions must be coordinated with Town Hall personnel and scheduled to minimize disruption of normal operations).

2.3 The Danville Town Hall is a Historic Structure listed on the National Register. As such, all efforts shall be done in a manner with minimizes impact to the visual appearance of the building (e.g., wires in walls or conduits painted to blend in with the surrounding area).

2.4 All electrical work shall be done by the Town electrician who can be contracted by the offeror to perform these functions (any costs for the Town electrician must be included in the offeror’s proposal)

2.5 All work should be done in a manner that allows continued broadcast of meetings, using existing equipment, until the new equipment provided by the offeror is operational and ready for use.

2.6 All equipment proposal shall have a minimum warranty of 1 year for both parts and labor. This warranty can be provided by the equipment manufacturer, the offeror, a third party (included in the offeror’s proposal) or a combination thereof. The offeror should indicate the warranty provisions for each item to be provided.

2.7 All equipment shall be capable of operating using normal air conditioning systems. No special cooling shall be required.

2.8 To reduce costs, the offeror may propose to reuse existing equipment. Any reuse shall be explicitly specified in the proposal along with an explanation of how the reuse will not interfere with the provisions of section 2.5 of this RFP.

2.9 The offeror shall provide at least 3 references for work of a similar nature and scope. The offeror shall also note any prior efforts for the Town of Danville, NH.

2.10 The Offeror shall provide a single, named point of contact for issues related to the offeror's response as well as with any contractual or technical issues associated with any resulting contract.

2.11 The offeror may optionally include in their RFP response no more than 15 pages of textual detail to address items specified in this RFP (e.g., schedule, ease of use, installation details, training plans, proposed reuse of existing equipment). Vendor spec sheets, vendor warranty information and other similar vendor information may be provided in addition to the 15 pages, if needed, to better describe the equipment proposed.

2.12 All licensed software included in the proposal should have perpetual licensing such that no further payments are required for continued usage of the supplied version.

2.13 The offeror shall provide evidence of appropriate insurance for all efforts proposed.

### 3 Contract Line Items

#### 3.1 CLIN 1 – Conference Table Microphones

The offeror shall propose a ceiling mounted microphone system to capture conversation from those seated at the conference room table. The microphone system:

- Shall not interfere with the projection from the existing overhead projection system
- Shall be able to pick up conversation-level discussion from any seated position around the table
- Shall provide for connectivity to the Control Center (CLIN 5)
- Shall minimize exposed wiring
- Shall be design to eliminate feedback
- Shall be designed to minimize the distance of the microphone(s) from the ceiling to maintain the aesthetics of the historic building

#### 3.2 CLIN 2 - Microphones for Meeting Attendees

The offeror shall propose a microphone system to capture questions/discussion from the audience. The microphone system:

- Shall not interfere with the projection from the existing overhead projection system
- Shall be able to pick up conversation-level discussion from any seated position in the audience
- Shall provide for connectivity to the Control Center (CLIN 5)
- Shall minimize exposed wiring
- Shall be design to eliminate feedback

- If ceiling mounted, shall be designed to minimize the distance of the microphone(s) from the ceiling/wall to maintain the aesthetics of the historic building
- Shall not require any wires across the floor
- Shall be permanently installed so as not to require any setup/takedown for meetings

### 3.3 CLIN 3 – Speaker(s) for Meeting Attendees

The offeror shall propose a speaker system for the audience area so that members of the audience can easily hear the conversation of those speaking at the conference table, other audience members, and audio from any of the 3 HDMI inputs specified in CLIN 5. The Speaker System:

- Shall not interfere with the projection from the existing overhead projection system
- Shall provide for connectivity from the Control Center (CLIN 5)
- Shall minimize exposed wiring
- Shall be design to eliminate feedback
- If ceiling mounted, shall be designed to minimize the distance of the speaker(s) from the ceiling/wall to maintain the aesthetics of the historic building
- Shall not require any wires across the floor
- Shall be permanently installed so as not to require any setup/takedown for meetings

### 3.4 CLIN 4 - Video Cameras

The offeror shall propose a Camera System consisting of 2 or more cameras capable of capturing activities at both the conference table as well as the audience area. The Camera System:

- Shall provide 4K Video (or better)
- Shall provide a Pan, Tilt, Zoom capability controllable from the Control Center (CLIN 5)
  - At least 1 camera shall be able to capture the complete complement of people seated around the conference table in a single screen frame (i.e., the camera must be able to zoom out to a wide-enough image to capture the entire conference table and the people seated around it)
  - At least 1 camera shall be able to capture the complete complement of people seated in the audience area in a single screen frame (i.e., the camera must be able to zoom out to a wide-enough image to capture the entire audience area)
- Shall not interfere with the projection from the existing overhead projection system
- Shall provide for connectivity to/from the Control Center (CLIN 5)
- Shall minimize exposed wiring
- If ceiling mounted, shall be designed to minimize the distance of the camera(s) from the ceiling/wall to maintain the aesthetics of the historic building
- Shall include all required mounts/brackets

### 3.5 CLIN 5 - Audio Video Control Center

The offeror shall propose an Audio Video Control Center for operator management of the items specified in CLINs 1 through 4. The Audio Video Control Center:

- Shall be contained in a single rack, not to exceed 2 feet in width nor 2 feet in depth and of the minimum height necessary to contain the specified equipment (with some space allocated for future growth), but in no case exceeding 6 feet in height.

- Shall provide the ability to independently control each camera's pan, tilt, and zoom using a joystick (or similar) capability
- Shall provide for video inputs from each camera as well as a minimum of 3 audio/video HDMI inputs for the following:
  - Computer/Laptop (Computer/Laptop equipment is not included as part of this RFP)
  - DVD Player (DVD Player is not included as part of this RFP however rack space should be allocated for the DVD player, 2U)
  - Other (for future growth)
- Shall provide for audio inputs for the conference table and audience microphones
- Shall provide for the individual adjustment of audio levels from each microphone source and HDMI input
- Shall provide the ability to concurrently view the video input from each camera and the output to each output feed
- Shall provide a headphone jack to monitor sound levels for each input source and output feed
- Shall provide for the ability to independently select and mix audio sources for each output feed and for the Audience Speaker(s) (see CLIN 3)
- Shall provide the following HDMI output Feeds:
  - HDMI #1 – Broadcast & Streaming. The offeror shall include a high-quality, 4K capable, HDMI cable to provide connectivity between the Control Center and the existing, wall-mounted Broadcast HDMI jack.
  - HDMI #2 – Ceiling Projector. The offeror shall include a high-quality, 4K capable, HDMI cable to provide connectivity between the Control Center and the existing, wall-mounted Projector HDMI jack.
  - HDMI #3 – Other. This HDMI output is intended for future growth.
- Shall provide the ability to independently select the audio and video inputs assigned to each HDMI output feed.
- Shall provide for power distribution for the audio/video equipment
- Provide an easy mechanism to turn all equipment in the Control Center Rack as well as cameras and microphones on and off.

Although not a requirement, please note whether or not the system has the capability to turn the cameras on/off remotely via a remote connection (i.e., via a cell phone or computer at a remote location). Such a capability is desired if available and will be considered when determining “best value” per section 4 of this RFP.

### 3.6 CLIN 6 - Installation

The offeror shall include in the proposal the costs associated with installation of all equipment associated with the proposal. Installation includes, but is not limited to:

- Installation/mounting of items specified in CLINs 1 through 5
- All required electrical work
- All efforts associated with the wiring of the systems (including all efforts to run wires through the ceiling, walls or under the floor)
- All required conduits
- Equipment configuration & testing

- Required connectors, cables, converters, etc.

As part of the installation, the offeror shall provide a wiring diagram showing all connections as well as all equipment manuals provided by the equipment manufacturer.

When in the Town Hall, installers shall follow any COVID 19 protocols mandated by the State of New Hampshire or the Town.

### 3.7 CLIN 7 – Training

The offeror shall provide a minimum of 3 hours of on-site, hands-on training in the operation of all of the equipment provided as part of this proposal. Training shall be at a level appropriate for those with minimal expertise in audio/video operation (note: Danville employs high school students as camera operators; training shall be at the level of expertise normally associated with a typical high school student). Training may need to outside normal business hours to accommodate the availability of the camera operators.

When in the Town Hall, trainers shall follow any COVID 19 protocols mandated by the State of New Hampshire or the Town.

### 3.8 CLIN 8 (optional) - Cable TV Modulator

This CLIN is an optional CLIN. The offeror is invited to submit a cost for this CLIN but is not required to do so. However, the offerors to bid (or not bid) on this CLIN may impact selection (see section 4).

The offeror shall work directly with Comcast/Xfinity to select a modulator to convert an HDMI audio/video input signal to fiber for transmission to Comcast/Xfinity for broadcast. The existing modulator, which the selected unit would replace, is a rack-mounted unit which converts an analog audio and video signal to fiber for transmission. The existing unit is manufactured by Radiant Communications, Model number VAXB724S.

As part of this CLIN, the offeror:

- Shall work with Comcast/Xfinity to select a modulator
- Shall procure the selected modulator
- Shall install and configure the selected modulator
- Shall confirm that the output signal is compatible with Comcast/Xfinity's downstream equipment

As the offeror may be unable at time of proposal to specify and separately price the modulator, the offeror may elect to provide an estimated modulator cost. If an estimated cost for that piece of equipment is provided, it should be specifically noted in the proposal and, at time of execution:

- The offeror shall obtain an exact cost
- The offeror shall obtain the approval of the Town of Danville to proceed with procurement to or direction to cease activities on this CLIN
- If approval to proceed is granted, offeror will be reimbursed for the actual equipment cost for the selected unit

## 4 Selection Criteria

The Town of Danville, NH will base a procurement decision based on the proposal deemed as the “best value” for the Town.

Best Value will be determined based on the following criteria (in no specific order):

- Compliance with the RFP – Offerors are expected to respond to each “shall” statement in this RFP
- Cost – Overall cost will be considered along with any adders added by the selection committee to account for risk or omissions
- Specific equipment specified – The selection committee will examine the specific equipment proposed to evaluate the specifications, capability, reliability, vendor rating and longevity, and growth potential for all equipment proposed.
- Technical Approach – The offeror’s technical approach will be assessed for its ability to meet the needs of the Town of Danville. Assessment of this area includes, but is not limited to: ease of use, equipment specifications, equipment capability, equipment reliability, equipment vendor ratings/reviews, estimated equipment longevity, equipment warranty, and equipment growth potential. The ability to apply a similar technical approach, and similar equipment, to other Town buildings in the future will also be assessed.
- Offeror Past History & expertise – The selection committee shall assess the references provided. The selection committee may also consider inputs not provided by the offeror (e.g., internet ratings/reviews).
- Installation details – The selection committee will assess equipment and installation information provided. The assessment will include, but not be limited to: impact to building esthetics (e.g., in-wall vs. on-wall installation), installation schedule, and installation impact to ongoing operations).
- Offeror’s Ability to Provide Additional Services – Offeror’s ability to provided optional services (e.g., CLIN 8) as well as other similar efforts in the future.

## 5 Rights Reserved

The issuance of this RFP does not obligate the Town of Danville, NH to issue a contract based on the responses received. The Town may elect not to pursue an award if the responses are deemed not to satisfy the Town’s needs, exceeds budgetary limits, due to unforeseen circumstances (including unforeseen issues not known at time of issuance of this RFP), or for any other reason.

The Town of Danville reserves the right to enter into negotiations with one or more offerors prior to award. The Town of Danville, NH reserves the right to work with any or all offerors to make minor adjustments to the offer(s) to better address the Town’s needs.

## 6 Certification

The submitted bid package must contain the following statement:

*The undersigned certifies under penalties of perjury that this bid is in all respects bona-fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity*

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*(Name of person signing bid) (date)*

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*(Company)*