

CITY OF TWINSBURG REQUEST FOR PROPOSAL

MEDIA PRODUCTION EQUIPMENT UPGRADE

PROJECT OVERVIEW

INTRODUCTION

The City of Twinsburg (“City”) seeks proposals from qualified firms for upgrades to our Media Production Equipment in council chambers.

The City of Twinsburg is issuing this Request for Proposals (RFP) to solicit responses from qualified contractors (“Respondents”) with experience in designing, procuring, installing and supporting media production solutions, with a proven track record of similar projects. Respondents will be competing against each other for selection to provide the services set forth herein (“Scope of Services”). The submission of all Respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this RFP.

Tasks include:

- Upgrade the current Broadcast Pix Video Switcher to a Ross Video Carbonite system.
- Integrate the Ross Video System with the A/V distribution system currently in place.
- Labor and materials for the removal of old hardware and installation of the new.
- 1 Day of training for up to 3 operators.

All proposals shall be addressed to the attention of Mark Gutowski by USPS or email and shall be received at Twinsburg Government Center, 10075 Ravenna Road, Twinsburg, OH 44087 by 4:30PM on May 24, 2022. It is the City’s intent to enter into said contract for service with a start date of on or before May 30, 2022.

BACKGROUND | CITY CABLE CHANNEL

The City’s Cable TV channel operates on Channel 1022 throughout the Twinsburg area on Spectrum Cable Channel 1022. In addition, the city maintains a YouTube Channel where it live streams and distributes its video using a Video-on-Demand model.

Twinsburg’s local government broadcasts municipal meetings, workshops, events, news, public service announcements, as well as educational programming.

The Audio / Visual & Broadcast System will utilize new & owner furnished existing equipment to provide a complete system for in room presentations, live streaming, recording & broadcast to local cable television network during council meetings & other events within in the chambers.

BACKGROUND | SYSTEM DESCRIPTION

The video & broadcast system will incorporate (4) existing PTZ cameras to connect to a new broadcast switcher as well as distribute video content to the existing, in room video projector. The broadcasted video will also be distributed to 2 existing streaming / recording devices, a USB capture card connected to the City furnished PC for video conferencing as well as to future cable TV appliances. Audio from the DSP unit will be embedded into the broadcast feeds.

SCOPE OF SERVICES

TASK #1 – UPGRADE CURRENT VIDEO SWITCHER

The City has determined that the Ross Video Carbonite Production Switcher offers the most feasible option to integrate into the existing framework in place currently using the Broadcast Pix Switcher. Therefore the City wishes to purchase the items below.

1. 1 Ross Video CBF-109 Carbonite Black Solo Frame
2. 1 Ross Video CB9-PANEL Carbonite Black Control Panel
3. 1-Day XPRESSION-ONL-1DA XPression Online Training
4. AJA GEN10 Sync Generator
5. 1 AJA C10DA Analog Video Distribution Amplifier
6. 1 AJA HD5DA HD-SDI/SDI serial digital distribution amplifier
7. 1 3G-AMA 3G-SDI 4-ch. Analog Audio Embed/Disembed, bal. XLR
8. 2 AJA ROI-HDMI HDMI to SDI with Region of Interest Scaling
9. 1 AJA U-TAP-SDI-R0 HD/SD USB 3.0 capture device
10. 1 Panasonic AW-RP60GJ5 Compact Remote Controller
11. 1 IDX IA-70 Power Supply

TASK #2 – INTEGRATED VIDEO CONFERENCING SYSTEM

The City is seeking a qualified vendor to provide large room video conferencing technology. The proposed equipment must be integrated with the existing room technology by accepting direct audio signal from the existing sound system in addition to its own audio capturing capability. Therefore the City wishes to purchase the items below.

1. Huddly L1 Camera of equivalent
2. Barco Clickshare Conference Set
3. AJA U-TAP USB Capture Device
4. QSC I/O USB Bridge
5. QSC Core 110F

PROPOSAL RESPONSE

Proposers are to submit complete, detailed responses addressing the scope of services as outlined above as well as the requested information below.

Firm Profile

Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of expertise, etc.

Key Personnel

Provide a summary description of the key personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects.

Examples of Similar Work Produced or Services Rendered

Include a summary describing at least three (3) relevant past projects.

Cost Summary

Include a detailed summary of costs broken down by Task #1 and Task #2 as listed above.

Proposals must be received no later than **4:30 p.m. on Tuesday, May 24, 2022**. Faxed submittals will not be accepted.

For any questions or additional information, please contact Mark Gutowski at (330) 963-6240 or via e-mail at mgutowski@twinsburg.oh.us

This RFP creates no obligation on the part of the City of Twinsburg to award the contract or to reimburse proposers for proposal preparation expenses. The City of Twinsburg reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary best serve the interest of the City.

The decision on which proposal best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. The City specifically reserves the right to reject all proposals if none is considered to be satisfactory and, in that event, at its option, to call for additional proposals. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

REQUEST FOR CLARIFICATION

If a Respondent has questions regarding the meaning of any part of this RFP, the Respondent shall submit them via email to mgutowski@twinsburg.oh.us.