

REQUEST FOR PROPOSALS

**City Hall Live Streaming
Audio-Visual Equipment**

RFP #: 2021-06

December 8, 2021



**CITY OF WALHALLA
206 N. CHURCH ST.
WALHALLA, SC 29691**

STATEMENT OF WORK

Project Background

In July 2021, The City of Walhalla began recordings its meetings and making them available to the public. Current sound and video equipment consists of an iPad and iPhone with post processing done in iMovie then uploaded up to our YouTube account. This method is rather laborious, and sound/video quality suffers. Space requirements on the iPad and battery life can be a problem during long meetings. It can take several hours to a day to process and upload.

It is desired by the City of Walhalla that a contractor install audio-visual recording and broadcasting system for the city to use either as a live stream or upload at a later time.

The City of Walhalla operates on a limited budget and prides itself on being good stewards of tax dollars. Costs and returns on investment will be a major consideration in submitting a successful proposal.

Project Description

The City of Walhalla, herein referred to as, the City, is requesting proposals for the audio-visual equipment, installation of, and means to broadcast and/or record and broadcast via the city's YouTube account or other media. The specific description and components are listed under the General Requirements section.

Project Location

City Hall is located at 206 N. Church Street, Walhalla, SC 29691.

General Requirements

The intent of these requirements is not to give all technical specifications, but instead to give general requirements such that the prospective contractor will be able make a proposal to the city. It is expected the successful contractor shall professionally perform a quality job in accordance with the City's direction/standards. The contractor shall furnish all labor and transportation necessary to the perform the work specified in this request. Any additional work required to complete the following tasks and not specified below is considered incidental and no additional payment will be made. Descriptions of the contractor responsibilities and duties are further described in this document.

The project requirements and expectations are:

1. Design an audio-visual system with appropriate sound and video quality for posting to YouTube or creating separate files for uploading to websites or other media.
2. Install equipment in council chambers or other areas in city hall as required.
3. Set up network, hardware, and software so that staff can record, save, process, and upload.
4. Provide adequate training to staff in the use of equipment/system.

Contractors Requirements

1. Licensed and insured to work in the State of South Carolina.
2. Proven experience in audio-visual equipment and management.
3. Proven experience working with small municipalities
4. Prior experience with providing City of Walhalla is desirable

Site Showing

A site showing is required for the prospective bidder. The City of Walhalla is available by appointment to show the work and answer any questions.

Period of Performance

The performance period will be Jan 1, 2022 to March 30th, 2022. Work will be evaluated periodically.

Acceptance, Measurement, and Payment

Upon acceptance of the contractor's proposal, by the City, a Notice to Proceed will be issued. Once the Notice to Proceed is issued the contractor can began performing services. Periodically, services will be evaluated in accordance to the terms and conditions of the contract. Upon satisfactory completion of work, the contractor shall invoice the City. All invoices must display purchase order number when submitting for payment. Payment will be made via a city issued check.

The city administrator will be designated from the City at the time of Award to administer the contract and approve pay requests. Changes to the terms of the contract will require approval from the city clerk and city council. All contract questions shall be directed to the city administrator. The vendor shall designate a person to act as a contact for the project.

Payment will be made for actual concrete quantities. Payment for mobilization, stripping, form work, and labor will be made lump sum.

Proposal Submittals

The proposals shall include the following related to the scope of work:

1. Name of Contractor
2. Affirmation of license and insurance
3. Type of system proposed to include needed hardware and software.
4. Proposed costs (itemized)
5. Estimated time to complete project

Ranking and Award Criteria

Proposals will be reviewed and ranked based upon past experience/performance in relation to the scope of work and ability/capability to perform the work.

The City reserves the right to negotiate costs to keep the project within budget.

The City of Walhalla reserves the right to reject any and all proposals based on past performance or capability to perform the work.

For Site Showing and Specific Questions:

City of Walhalla
Brandon Burton, City Administrator
206 N. Church Street
PO Box 1099
Walhalla, SC 29691
864-638-4343 office
bburton@cityofwalhalla.com

Submit proposals in writing to **No Later than December 20, 2021 5 PM:**
(Quotations may be emailed to the address below)

City of Walhalla
Brandon Burton, City Administrator
206 N. Church Street
PO Box 1099
Walhalla, SC 29691
864-638-4343 office
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CITY HALL
LIVE STREAMING AND AUDIO-VISUAL

REQUEST FOR PROPOSALS
RESPONSE FORM
REPLY BY DEC 20, 2021 5PM

ESTIMATED TOTAL \$ _____

ESTIMATED TIME TO COMPLETE _____(DAYS)

Notes: All items needed for construction are considered incidental to the project and no separate payment will be made. Please break out costs in actual proposal.

CONTACT INFORMATION:

Name: _____

Address: _____

Phone: _____

Tax ID #: _____

I affirm that I am licensed and insured to conduct business in the State of South Carolina.

Signature _____

Date _____

RETURN TO: CITY OF WALHALLA
Brandon Burton
PO Box 1099, Walhalla SC 29691
bburton@cityofwalhalla.com