



**CITY OF BLOOMINGTON**

**401 N. Morton St.**

**Bloomington, IN 47404**

**[www.bloomington.in.gov](http://www.bloomington.in.gov)**

**REQUEST FOR PROPOSALS**

**For**

**COUNCIL CHAMBERS AUDIO-VISUAL UPGRADE**

**WITH BROADCASTING CAPABILITIES**

**TECHNOLOGY UPGRADE**

**RFP #2015-IT001**

**RELEASE DATE: APRIL, 24, 2015**

**SUBMITTAL DATE: MAY 18, 2015**

## TABLE OF CONTENTS

	<u>PAGE</u>
<u>PURPOSE</u> .....	1
<b><u>PART I</u></b>	<b><u>GENERAL INFORMATION</u></b>
1.1	Background ..... 1
1.2	Scope of Work..... 2
1.3	Selection Process ..... 2
1.4	Award..... 2
1.5	Key Deadline Dates ..... 3
1.6	Time for Completion ..... 3
<b><u>PART II</u></b>	<b><u>GENERAL CONDITIONS</u></b>
2.1	Submission Requirements ..... 4
2.2	Delivery of Proposal..... 4
2.3	Proposal Costs..... 4
2.4	Acceptance..... 4
2.5	Inquiries ..... 5
2.6	Mandatory Site Visit..... 5
2.7	Compliance ..... 5
2.8	Rejection ..... 5
2.9	Proposal Format..... 6
2.10	Addendum..... 6
<b><u>PART III</u></b>	<b><u>EVALUATION OF PROPOSALS</u></b>
3.1	Evaluation Method ..... 7
3.2	Selection Criteria..... 7
3.3	Evaluation Factors and Scoring..... 7
<b><u>PART IV</u></b>	<b><u>GENERAL REQUIRMENTS</u></b>
4.1	Insurance..... 8
4.2	Performance Bond ..... 8
4.3	Warranties ..... 9
4.4	Affirmative Action Plan ..... 9
4.5	E-Verify Affidavit ..... 10
4.6	Non-Collusion Affidavit ..... 10
4.7	No Investment in Iran Affidavit..... 10

## TABLE OF CONTENTS

<b><u>PART V</u></b>	<b><u>FUNCTIONAL / TECHNICAL REQUIREMENTS</u></b>	
5.1	Equal Products .....	11
5.2	Core Requirements .....	11
5.3	Current State.....	12
5.4	Council System Components .....	13
5.5	Council Chamber Upgrade .....	14
5.6	Broadcasting / Room System .....	15
5.7	Construction Notes .....	17
5.8	Deliverables.....	17
5.9	Training .....	18

<b><u>PART VI</u></b>	<b><u>OPTIONAL COUNCIL CHAMBER MODULES</u></b>	
6.1	Option 1 – Timer .....	18
6.2	Option 2 – Electronic Voting .....	18
6.3	Option 3 – Presentations from Council Dais.....	18
6.4	Option 4 – Presentations from Lectern .....	18
6.5	Option 5 – Remote Participation .....	19
6.6	Option 6 – Extended Warranty Options .....	19

<b><u>EXHIBITS</u></b>	
Affirmative Action Plan .....	Exhibit A
E-Verify Affidavit .....	Exhibit B
Non-Collusion Affidavit .....	Exhibit C
No Investment in Iran Affidavit.....	Exhibit D
Council Chambers Floor Plan .....	Exhibit E

**PURPOSE:** The City of Bloomington is seeking proposals from qualified vendors for a High Quality Digital Audio-Visual system with broadcasting capabilities to facilitate and document City of Bloomington Council meetings, and presentations. The recordings may be cablecast, broadcast, and made available for streaming live on the Internet or for later distribution. A state of the art, professional, broadcast quality system is the required outcome for this project.

Through this request the City's objective is to receive design plans and system components for the purchase and installation of a new digital system that will result in increased reliability, capability, and create a system that enhances the user experience, and increases operational efficiencies that can be easily controlled by staff, and complies with the American Disabilities Act (ADA) standards.

When the project is complete the following goals shall be met:

- Improved display capabilities
- Improved audio capabilities
- Improved reliability
- Improved usability and user experience
- Improved flexibility and scalability

## **GENERAL INFORMATION PART I**

**1.1 BACKGROUND:** The City of Bloomington provides a full range of services, including public safety, streets, utilities, culture, recreation, public improvements, community development and general administrative services. The City operates under the Mayor/Council form of government.

The City Council Chambers is the facility where elected officials, City Staff, and the Public meet to conduct official City business, and where key policy decisions are made that affect the entire Bloomington community. The primary use of this facility is to host City Council meetings. The Council meets four times a month for public City Council Meetings. A secondary use of this facility is as a meeting center for other government agencies/groups, city committees, public hearings, and public workshops.

Multiple public meetings are captured and broadcast on three major cable systems in Bloomington, and the Monroe County area with the assistance of Community Access Television Services (CATS). The meetings are also available for online streaming through the CATS website at <http://catstv.net>.

The AV equipment needs for the City Council Chambers must meet the needs of meeting participants. All meeting participants must be able to view and hear presentations at each

point in the City Council Chambers, and from a variety of media sources. Installed equipment must be easy to operate with little guidance required from the City's Information Technology (IT) staff. The state of the art equipment must be user friendly for all users including the public, and staff. Ideally, individuals needing to operate the equipment should be able to do so with little or no training required using only instructions and interfaces provided by the controller console.

**1.2 SCOPE OF WORK:** The selected vendor will be required to perform the following as part of this project:

The project involves the design, provision, removal and installation of selected audio systems, video presentation systems and AV control systems in the Council Chambers. The vendor will design and install systems that properly integrate any existing equipment and new AV equipment. Vendor shall propose equipment that will best meet the City's stated goals.

The project also includes decommissioning and removal of Owner identified audiovisual equipment and cabling to be retired as part of the project. Vendor shall coordinate with the City's Sustainability Coordinator to determine the best, most responsible method of disposal, or repurposing of the decommissioned equipment.

Vendor shall submit technical specifications and photographs of specified equipment; wiring diagrams; interoperability specifications for equipment; sound; and software/hardware systems; design layout; furniture modifications/cutouts, and any and all specifications, and other requirements related to the successful installation of the project defined herein.

**1.3 SELECTION PROCESS:** Selection of the successful vendor will be based on multiple factors, including but not limited to: the reliability, serviceability and scalability of the product; technical requirements; the ability to meet the expected installation timeline; and the cost of the proposed solution.

**1.4 AWARD:** Once the proposals are opened, each will be evaluated by a City committee, taking into consideration the criteria stipulated in this RFP. The City, sole judge in evaluation considerations, may make an award to the vendor who submits the proposal judged by the City to be most advantageous. The City reserves the right to award on an all-or-none basis. The award will only be to a responsible vendor qualified by experience to perform the services specified herein. The award will be issued at a subsequent meeting of the Board of Public Works. All proposals submitted shall be valid for a period of one hundred eighty (180) calendar days from the date of proposal opening. Furthermore, the City may reject any and all proposals, to waive any irregularities or informalities in a proposal, and to issue a new or modified RFP, if it is found to be in the best interest of the City.

**1.5 KEY DEADLINE DATES:**

Event	Time	Day	Date
RFP Issuance Date	N/A	Friday	April 24, 2015
Site Visit Availability	8:00 a.m. – 4:00 p.m. Local Time	Monday - Friday	Must be completed by May 8, 2015
Written Questions Due	5:00 p.m. Local Time	Friday	May 8, 2015
Responses to Written Question Due	5:00 p.m. Local Time	Wednesday	May 13, 2015
Affirmative Action Plan Due	5:00 p.m. Local Time	Monday	May 18, 2015
Proposal Deadline	5:00 p.m. Local Time	Monday	May 18, 2015
Board of Public Works Proposal Opening	5:30 p.m. Local Time	Tuesday	May 19, 2015
Proposal Review Period	N/A	N/A	TBD
Board of Public Works Award of Contract	5:30 p.m. Local Time	Tuesday	TBD
Implementation Schedule	8:00 a.m. – 5:00 p.m. Local Time	Monday - Friday	July 16, 2015 – August 5, 2015

The Board reserves the right, at its sole discretion, to adjust the RFP Key Deadline Dates as it deems necessary. Any adjustment of the Deadline Dates shall constitute an RFP addendum. Any amendments will be posted on the City’s RFP Information web page:

<http://bloomington.in.gov/rfp>

**1.6 TIME FOR COMPLETION:** Work inside the Council Chambers can begin following contract execution. A “Notice to Proceed” will be issued, and the Implementation Schedule must in accordance with the dates specified for installation. Vendor will coordinate scheduling with the City ITS representative.

**GENERAL CONDITIONS  
PART II**

- 2.1 SUBMISSION REQUIREMENTS:** To facilitate evaluation of proposals, the original proposal, and four (4) identical copies shall be submitted to the office of Economic & Sustainability Development (ESD). The original hard copy shall be clearly marked "original". The proposal shall be prepared with a straight forward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP. In addition, the submittal shall include an electronic version in PDF on a Flash Drive. Please note your company name on the Flash Drive.

**Proposals must be received no later than 5:00 p.m. local time on May 18, 2015. Late proposals will not be considered and will be returned unopened.**

**Mailing Address:** City of Bloomington  
Board of Public Works  
C/O Economic & Sustainability Development  
401 North Morton Street Ste. 150  
Bloomington, IN 47404

- 2.2 DELIVERY OF PROPOSAL:** Each proposal must be received by the date and time set for closing receipt of offers. The envelope shall be identified with the RFP Title, the name of the vendor, and the date and time of closing. No electronic or facsimile offers will be accepted.

**Note:** Any deviation from this requirement may result in your proposal being considered non-responsive, thus eliminating your company from further consideration.

It is the Vendor's responsibility to assure actual delivery of mailed or hand-delivered proposals with the **Department of Economic & Sustainable Development** prior to the established deadline. To confirm receipt of your submittal, please contact Christina Smith at 812.349.3589, or smithc@bloomington.in.gov.

- 2.3 PROPOSAL COSTS:** Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, or providing additional information when requested by the City, this includes, but is not limited to, costs for travel and per diem, attending interviews, providing presentations or demonstrations, and participating in contract negotiation sessions.
- 2.4 ACCEPTANCE:** Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the proposal.

**2.5 INQUIRIES:** It is the responsibility of each vendor to examine the RFP and to seek clarification in writing if the vendor does not understand any information or instructions. Questions regarding the RFP must be submitted in writing or via email. Submissions shall include "Council Chambers AV Upgrade RFP #2015-IT001" in the subject line. The City assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt. Inquires must be submitted via email no later than 5:00 p.m. local time, Friday, May 13, 2015.

- a. Be sure to reference the page number and paragraph within this RFP relevant to the question presented for clarification.
- b. Any ambiguities or inconsistencies shall be brought to the attention of the City through written communication via email by 5:00 p.m. local time, May 8, 2015.

**Proposal questions should be addressed to:**

Julie Martindale, Purchasing Mgr.  
401 N Morton St, Ste. 240  
Bloomington, IN 47404  
[martindj@bloomington.in.gov](mailto:martindj@bloomington.in.gov)

**Technical questions should be addressed to:**

Rick Routon, Assistant Director, Information and Technology Services  
401 N Morton St, Ste. 160  
Bloomington, IN 47404  
[routonr@bloomington.in.gov](mailto:routonr@bloomington.in.gov)

**2.6 MANDATORY SITE VISIT:** All interested vendors are required to schedule a mandatory site visit at City Hall, 401 North Morton Street, Bloomington, Indiana. The purpose will be to give vendors an opportunity to review the current setup and floor plan of the City Council Chambers. A City representative will be available to answer questions relative to this Request for Proposals. See Section 5.2 for contact and scheduling information.

**2.7 COMPLIANCE:** Vendor warrants and agrees that its performance under this agreement at all times comply with all laws, codes, rule, ordinances and regulations, be they local, state or federal.

**2.8 REJECTION:** The City of Bloomington reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

**2.9 PROPOSAL FORMAT:** In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each vendor is required to submit the proposal in a sealed package. Vendors whose proposal deviates from these instructions may be considered non-responsive and may be disqualified at the discretion of the City.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. The requirements response section of the proposal should be submitted as a PDF on a Flash Drive and as hard-copy as part of the submitted document.

Submission format shall be as follows:

- Section 1: Brief narrative Executive Summary.
- Section 2: Introduce Company and Staff including awards, and certifications.
- Section 3: List previous experience and number of public installations similar to this upgrade.
- Section 4: Explain solution in depth, including a breakdown with description of products, and features.
- Section 5: Include any other value added components or solutions available for use with this proposal that have not been specifically requested in this RFP.
- Section 6: Provide number of business days required to complete installation and removal of decommissioned equipment.
- Section 7: Provide a **detailed** cost breakdown of the solution.
- Section 8: Provide cost for any additional value added components or solutions as requested in section 5. These cost shall be shown separate from the detailed cost of section 7.
- Section 9: Provide three references of similar installations.
- Section 10: Submit all mandatory Affidavits and Affirmative Action breakdown.

**2.10 ADDENDUM:** If revisions become necessary, the City will provide written addendum to all vendors who have received the RFP by facsimile or by mail. **All addendums issued by the City must be so noted on any proposals that are submitted to the City.** Vendors shall contact the City to ascertain whether any addendums have been issued. Failure to do so

could result in an unresponsive proposal. Any Amendments will be posted on the City's RFP website: <http://bloomington.in.gov/rfp>

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**Submit Proposals To:**

Bloomington Board of Public Works  
C/O Department of Economic & Sustainable Develop.  
401 N Morton St., Ste. 150  
Bloomington, IN 47404

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**EVALUATION OF PROPOSALS  
PART III**

- 3.1 EVALUATION METHOD:** A committee comprised of City and CATS personnel will evaluate all proposals deemed responsive to this request. The evaluation will consider the qualifications and demonstrated experience of each respondent, and the additional criteria listed in the Evaluation Criteria table in section 3.3. Discussions and negotiations may take place with the short list vendors to ensure clarification and to obtain a best and final offer. The award will be based upon the proposal that is determined to be the most advantageous to the City.
- 3.2 SELECTION CRITERIA:** The intention of the City of Bloomington is to procure a high quality High Definition Digital Audio-Visual system with broadcasting capabilities at a competitive cost, and to partner with a vendor who has expertise and experience in this area. To ensure our objectives are met the responses to this RFP will be evaluated according to the evaluation criteria listed below.
- 3.3 EVALUATION FACTORS AND SCORING:** While cost is important, other factors are significant. Consequently, the City may select other than the lowest cost proposal. The City's goal is to choose the vendor capable of providing quality service and experience that will help the City achieve the goals, or the requested services, within a reasonable budget.

Evaluation will be based on the criteria defined below.

Evaluation Criteria	Possible Points
<b>Responsiveness/Completion of Proposal</b> Were all the forms completed and included that were required by the RFP?	<b>5</b>
<b>Experiences/Qualifications</b> Vendor's experience working within the requested Service arena; vendor's experience working with Municipalities, and the ability to complete the Scope of Work on time, and on budget.	<b>20</b>
<b>Vendor References</b> Did vendor supply three (3) favorable references?	<b>10</b>
<b>Proposed Solution and Scope of Services</b> Does the vendor understand what it will take to successfully achieve the goals and objectives of the requested services? Did the vendor propose any revisions and/or changes to the Scope of Work that would better serve the City? How well does the vendor meet the technical and functional requirements as described in the Scope of Work?	<b>35</b>
<b>Budget</b> Does the budget seem reasonable for the scope of services proposed; does the budget provide the City good value?	<b>30</b>
<b>Total Points Possible</b>	<b>100</b>

**GENERAL REQUIREMENTS  
PART IV**

- 4.1 INSURANCE:** The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply.
- 4.2 PERFORMANCE BOND:** A separate Performance Bond, or its cash equivalent, equal to **ONE HUNDRED PERCENT (100%) OF THE TOTAL PROPOSAL COST** shall be required of the selected vendor

- a. The bond shall be satisfactory to the City Corporation Counsel. The vendor to whom the contract is awarded shall, within seven (7) days after the date of notification of the acceptance of its proposal, provide insurance and security as required by the Contract in a form acceptable to the City. In case of the selected vendor's failure to do so, or in case of its failure to give further security as herein prescribed, the selected vendor will be considered as having abandoned the same, and the certified check or other personal security accompanying its proposal shall be forfeited to the City of Bloomington.
- b. The City reserves the right to waive the required Performance Bond provided the selected vendor is able to provide other forms of assurances for completion of their services in a timely manner.

**4.3 WARRANTIES:** The City requires the selected vendor to warrant the system, and all installation work for a minimum of one year, which will start from the system acceptance date. The system acceptance date is the date on which the installed system is fully operational and accepted by the City as complete.

- a. The vendor will deliver title to the goods free and clear of all security interest, liens, obligations, restrictions, and encumbrances of any kind. Goods shall be free from defects in material or workmanship, goods shall be new and not used or refurbished.
- b. During the first year of the installed system, the vendor will provide two (2) site visits at no cost to the City to adjust equipment to restore system to its original performance standards. The City will determine when site visits are required, and will schedule accordingly with the vendor or their qualified representative.

**4.4 AFFIRMATIVE ACTION PLAN (Exhibit A):** For proposals and contracts over \$10,000, the vendor shall submit, and have approved by the City of Bloomington Compliance Officer, Barbara McKinney, their Affirmative Action Plan at least twenty four (24) hours prior to the deadline for submission of quotes. Quotes received that do not have an approved Affirmative Action Plan will be returned unopened. Each Vendor shall insure that all employees and applicants for employment are not discriminated against because of race, religion, color, sex, national origin, ancestry or disability. All protected classes must be included in the Affirmative Action Plan for it to be acceptable. In addition to other requirements, you must include a workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementation of the Plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your method of communicating the operations of your Plan to employees and prospective applicants.

You should submit your plan **SEPARATELY** from the sealed proposal. **EACH VENDOR MUST REVIEW THEIR AFFIRMATIVE ACTION PLAN WITH BARBARA MCKINNEY IN ADVANCE OF THE PROPOSAL DEADLINE.** Her telephone number is (812) 349-3429. Her office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. **EACH VENDOR'S WORKFORCE BREAKDOWN FIGURES MUST BE UPDATED EVERY SIX MONTHS.** Vendors who fail to submit acceptable plans are subject to disqualification.

- 4.5 E-VERIFY AFFIDAVIT (Exhibit B):** Vendor is required to enroll in and verify the work eligibility status of all newly-hired employees through the E-Verify program. (This is not required if the E-Verify program no longer exists). Vendor shall sign an affidavit, attached hereto as Exhibit B and incorporated herein by reference, affirming that Consultant does not knowingly employ an unauthorized alien. "Unauthorized alien" is defined at 8 U.S. Code 1324a(h)(3) as a person who is not a U.S. citizen or U.S. national and is not lawfully admitted for permanent residence or authorized to work in the U.S. under 8 U.S. Code chapter 12 or by the U.S. Attorney General. Vendor and any subcontractors may not knowingly employ or contract with an unauthorized alien, or retain an employee or contract with a person that the contractor or subcontractor subsequently learns is an unauthorized alien.
- 4.6 NON-CULLSION AFFIDAVIT (Exhibit C):** Vendor is required, pursuant to Indiana Code 5-22-16-6, to affirm it has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by Vendor, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.
- 4.7 NO INVESTMENT IN IRAN AFFIDAVIT (Exhibit D):** Vendor is required to certify that it does not engage in investment activities in Iran as more particularly described in Indiana Code 5-22-16.5. (This is not required if federal law ceases to authorize the adoption and enforcement of this statute.) Vendor shall sign an affidavit, attached hereto as Exhibit D and incorporated herein by reference, affirming that Vendor is not engaged in said investment activities.

### **Functional/Technical Requirements Part V**

The room includes a dais/rostrum for the City Council members with seating for twelve (12). When seated, council members face toward the audience section. There are two side desks, one each located at the left and right of the City Council dais, seating two (2) each for a total of four (4) staff members; with audience seating on two (2) levels for a total of 130 attendees; a lectern facing toward the City Council dais, and an AV equipment room located behind the dais. A floor plan of the Council Chambers has been provide with this proposal. (See Exhibit E.)

## **5.1 EQUAL PRODUCTS**

Unless otherwise specifically provided in this proposal, reference to any equipment, material, article, or patented process by trade, name, make, or catalog number in these requirements, shall be regarded as establishing a standard of quality, and shall not be construed as limiting competition and equal products may be substituted if approved in writing by the City.

- a. The vendor shall furnish complete detailed specifications on all materials they wish to substitute. If deemed necessary by the City, the vendor shall, at their own expense, have tests made to prove the equality of the substituted products
- b. The City's decision as to the quality of the materials shall be final. The cost of any redesign caused by a substitution shall be borne by the Contractor.
- c. When the City approves a substitution by the vendor, it is with the understanding that the vendor guarantees the substituted article or materials to be equal to, or better than those specified. Any item or material not specified or approved which is used in the installation is at the vendor's own risk and the City has the right to order it removed and replaced by the specified item or material without challenge from the vendor and without additional cost to the City.

## **5.2 CORE REQUIREMENTS**

The solution shall be a "turnkey" system including all aspects of the core project, such as design/engineering; equipment provision, installation, and warranty.

Each vendor shall be responsible to ascertain any questions, changes or substitutions required to provide a working, high quality, reliable system.

A pre-proposal site visit **is required** for this project so vendors can determine any requirements and issues related to the project and installation. Site visits must be completed by Friday, May 8, 2015.

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### **To arrange a site visit contact:**

Rick Routon – Asst. Dir. Information & Technology  
Email: [routonr@bloomington.in.gov](mailto:routonr@bloomington.in.gov)  
Subject line: "Council Chambers AV Upgrade"  
Phone: 812-349-3856

### **Project Address:**

Bloomington City Hall  
Council Chambers  
401 N. Morton St.  
Bloomington, IN 47404

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### **5.3 CURRENT STATE**

#### **Current Council Chambers Meeting Room**

The current system is a combination of analog equipment that allows us to broadcast to television networks. Located in the same room is equipment for the paging system. The current system is an analog broadcasting system with four (4) analog cameras mounted in the Council Chamber. There are two (2) plasma televisions mounted on the balcony railing to provide visual information to the Council Members when presentations are being presented on the large projection surfaces. Projection to the two (2) large projection surfaces is being provided by two (2) ceiling mounted EIKI projectors. There are various inputs on the staff desk located north of the projection system. One (1) input is assigned to a computer workstation equipped with Microsoft Windows 7 Professional version. There is an optional laptop connection that consists of a VGA/Audio cable provided for presentations from the public. All inputs on the north desk, along with a single document camera unit, are controlled by an AMX controller network.

The audio system consists of four (4) ceiling mounted speakers under the balcony, and four (4) large theater speakers which are suspended from the ceiling. One (1) zone controller and two (2) amplifiers are controlling all audio devices.

Audio input for speakers are as follows: Two (2) tabletop microphones each on the north and south staff desks. There are three (3) presentation/podium locations in the room and each is equipped with floor microphone receptacles. In addition to the wired system, there are three (3) wireless receivers that feed into the audio board. Council dais is equipped with twelve (12) microphone ports.

Additionally, staff or the meeting facilitator can plug in a digital recorder for recording purposes that captures all the microphones in the room. Currently ITS staff has to assist with meeting setups.

There is a Lithonia lighting control unit on the north desk. This unit controls all lighting and blinds from the single controller.

Portable receivers with headphones are provided for the hearing impaired.

### **5.4 CURRENT SYSTEM COMPONENTS**

The City has designated which components will be retained and which components will be recycled by the vendor. The Vendor is responsible for the removal and recycling of all components marked (Recycle). All items marked (Retain) will be retained for use by the City:

**Components to RETAIN:**

- (1) MACKIE 24\*4\*2 4-Bus Mixing Console
- (2) Sony DVCAM units
- (2) DBX 266XI Compressor/Gate
- (1) University Sound 2306 60W Mixer/Amplifier (Paging)
- (3) SHURE SLX4 units (3) (Wireless)
- (2) AJA FS2
- (1) AJA FS2-A Video
- (1) Pioneer DVD Player DVD-V 7400
- (1) Pioneer DVD Recorder PRV-LX1
- (1) Crown COM-TEC 400
- (1) Crown COM-TEC 1610

**Components to RECYCLE:**

- (1) SIGMA Electronics, Inc. unit
- (1) SIGMA Electronics, Inc. VDA-26
- (1) SIGMA Electronics, Inc. ADA-26
- (1) TECH CD-P Compact Disc Player
- (1) Sony TV Stereo Tuner ST-927V
- (1) SHURE SCM800
- (3) SHURE SCM810
- (1) Compix Media, Inc. LCG5000R
- (1) Multistandard Logo Generator VA-2002
- (1) Blonder Tongue Laboratories, Inc. AM Series Agile Modulator
- (1) Extron Video Sa\can Converter VSC 700
- (1) Videotek Omniframer
- (9) Various Brands of Small Monitors
- (1) Fujinon EOP-102J-50D
- (4) SONY Camera Control Unit CCU-M5
- (1) AMX NetLink Integrated Controller NI-3000
- (1) Extron Digital Video Scaler DVS-204
- (1) Extron Crosspoint Series Switcher
- (1) Rack System for component storage

## **5.5 COUNCIL CHAMBER UPGRADE**

### **Council Chambers Public Meeting Room**

Our objective is to upgrade the Council Chamber Meeting Room to new state of the art equipment. The new system should be state of the art digital equipment that offers the same performance functionality and features we have today along with the additional capabilities described below.

#### **5.5.1 Video Wall**

Replace existing projection systems with 3X3 Video walls.

Minimal bezel exposure for a more seamless look.

Ability to control what is viewed on the two different walls at the same time.

High resolution is required as detailed mapping will be displayed on the video walls.

#### **5.5.2 Room Controller**

Currently we have an AMX controller for switching between room computer, laptop, and document camera. It also powers on/off the projectors and plasmas. The new controller shall control the desk computer, laptop inputs, tablet/mobile inputs, document camera, and power on/off the new video walls and LCD monitors, along with controlling the cable television channel selector, blinds, and lighting.

#### **5.5.3 Sound System**

Currently we have one (1) zone for audio. The new design is to have (3) zones. Two (2) zones will be within the Council Chambers Public Meeting Room and one (1) zone for the hallway outside the Council Chambers Public Meeting Room. This will allow for sound in the overflow meeting area. All zones are to be controlled by the room controller.

#### **5.5.4 Window Monitors**

To better accommodate a large audience that may overflow to the Council Chamber hallway, monitors shall be placed inside the north and south entry doorways to the Council Chambers to allow viewing of a meeting. The monitors must fit within the top window panes on both sides of the double doors, and be securely mounted. A lockable wood grain vented enclosure should be placed around each monitor. When a meeting is not in progress, the monitors should be able to display television or a computer display. The hall-facing monitors shall be controlled by the room controller. Total monitors will be four (4).

#### **5.5.5 Balcony LCD Monitors**

Currently there are two (2) Plasma monitors with television capability mounted on the balcony wall panel. The new design will have four (4) LCD monitors with television compatibility installed. Spacing should be equal distance apart from center of balcony wall. Each monitor will have the capability of displaying different information on each monitor. These monitors shall be controlled from the room controller.

### **5.5.6 Document Camera**

The document camera shall have the capability to display up to an 11"x17" document, be compatible with the room controller, and switcher for the video wall. The camera should be high resolution with true color and be able to capture still images to a USB flash drive or network drive.

### **5.5.7 Microphones**

Install new and improved gooseneck microphones. Features to include are a mute button to allow for private conversations, and when button is released microphone becomes active. This feature should be included on all the microphones at the Council dais, and north and south clerk desks. Lectern, dais and desk microphones should be gooseneck style.

### **5.5.8 Hearing Loop System**

Installation of hearing loop system in the Council Chamber is required. The system should be in compliance with the ADA Assistive Listening Systems based on the ADA General Guidelines (2010) Sections 219 and 706.

### **5.5.9 Recording**

Provide a port that a digital recording device can be plugged into and capture the meeting without powering on the audio, nor should this port be controlled through the room controller.

## **5.6 BROADCASTING ROOM / SYSTEM**

The new system should be state of the art digital equipment that offers the same performance functionality and features we have today along with the additional capabilities described below.

### **5.6.1 Uninterruptible Power Supply (UPS)**

Installation of a UPS is required. The new system must be protected against data loss and surges from power outages. Sizing of unit will be based on the total wattage of equipment in the broadcasting room. Location of unit will be determined after dimensions are presented to Facility Manager. The unit must have monitoring capability.

### **5.6.2 Cameras**

- Signal: minimum of 1080/59.94 interlaced and/or 720/59.94 progressive signal.
- Output: HD-SDI required.
- Illumination: Four (4) lux minimum illumination capability to allow for shooting in extremely low lighting (+24 dB at 1.8f.)
- Control: Complete control of the Pan, Tilt, and Zoom feature will be standard.
- Mounting: Wall mounting bracket or ceiling style.
- Signal Path: All cameras will be single home runs to the control room.
- Placement: Cameras are to be engineered for optimal viewing.
- Suggested Model: Sony BRC-H900 or equivalent.

### **5.6.3 Switcher**

Standalone controller is required.

Minimum one (1) Mix Effect bus.

Support for 720 Progressive/59.94 frames per second (FPS) and/or 1080 Interlaced/59.94 (FPS).

Eighteen (18) input minimum HD-SDI inputs:

- Six (6) for HD remote cameras

- Four (4) inputs for future designations devices/cameras

- One (1) for document camera

- One (1) for scan converter from computer at north clerk desk

- One (1) for scan converter from computer at south clerk desk

- One (1) minimum for playback device (professional grade DVD, Blu-Ray, other)

- One (1) for character generator

- One (1) for laptop

Audio embedded SDI output.

Must have a minimum of two (2) HD-SDI outputs.

Must have multiple upstream and downstream keys.

Switcher shall be independent of the recording and broadcasting from the main Council Room controller.

Switcher could be hardware or software controlled.

Software shall run on a MAC OS.

### **5.6.4 Video Recorder**

SD/HD-SDI In/Out & HDMI In/Out.

Apple ProRes and Avid DNxHD Codecs.

Front display with metering.

Suggested Model Sound Devices PIX-270i or equivalent.

Redundant device is required.

### **5.6.5 Graphics**

Ability to import graphics in a simple, user-friendly way. Lower thirds must be able to be pre-built and imported into switcher for broadcast.

### **5.6.6 Bug Generator**

One live bug inserter for live broadcast.

### **5.6.7 News Media**

Installation of press box shall be required in the southeast wall. A minimum of six (6) XLR outputs are required with optional media adapters. Additional portable powered audio distribution amplifier for expansion as needed.

### **5.6.8 Chairs**

A minimum of two (2) are required for the broadcasting room. Broadcasting chairs shall be rated for long term sitting and must be approved by the City.

### **5.6.9 Wiring**

- This will be a closed network.
- All new wiring must be color coded
- Velcro is to be used to secure cables/bundles to support cables properly.
- Old wiring will be pulled out
- All cables should be labeled within 18" from both ends.

### **5.7 CONSTRUCTION NOTES**

All construction shall be performed in a manner that facilitates the continued operations of the City Council Chambers when needed.

- a. City Council meetings are normally held every Wednesday which begins promptly at 7:30 p.m. local time. The City Council will be in recess July 16<sup>th</sup> 2015 – August 5<sup>th</sup>, 2015. Implementation should be scheduled during this time period and completed by the timeline requested.
- b. The vendor is responsible for the proper and legal disposal of all waste materials. The City shall retain first right of refusal on all disposal materials. Vendor will coordinate with the City's Sustainability Coordinator to properly dispose of waste materials.
- c. All work areas shall be kept neat and orderly throughout construction. There shall be regular meetings between the vendor and the City during the construction process.

### **5.8 DELIVERABLES**

After completion of the project the vendor shall supply the City with the following deliverables:

- a. A detailed as-built plan shall be provided to the City from the vendor upon project completion. As-built shall include a diagram marking all cables as installed and keep a record of all cable terminations, rack face drawings and system interconnection diagrams.
- b. A detailed Component List shall be provided for all equipment includes item description with manufacturer, model number, installation location, ID#, and warranty start and end dates. One (1) hard copy and one (1) electronic copy in PDF file format.
- c. Operator Manual(s) for each piece of equipment shall be supplied by the vendor. One (1) electronic copy in PDF file format.
- d. One (1) End User Guide, and one (1) Operator's Instruction User Guide shall be supplied in both electronic PDF file format, and Microsoft editable format.

## **5.9 TRAINING**

Vendor shall provide training to City ITS and CATS personnel in the operation and maintenance of the installed system before final acceptance of installation is considered complete.

- a. Vendor will also provide two (2) additional training sessions during the one-year period after the date of acceptance of the installed system.
- b. Training shall be scheduled to accommodate City and CATS personnel schedules.

## **OPTIONAL COUNCIL CHAMBERS MODULES / EQUIPMENT**

### **Part VI**

We are requesting quotes for additional options to provide extended capabilities within the Council Chambers. Responses should encompass all components and costs to install each option. The cost options are above and beyond the core proposal. Options shall be listed separate from the proposal, and the vendor must supply a detailed breakdown of all costs and materials associated for each option.

#### **6.1 OPTION 1 - TIMER**

- Digital Timer with six (6) digit display for speaker/presentation timing including remote control to stop/start/reset the count down.

#### **6.2 OPTION 2 - ELECTRONIC VOTING**

- Electronic voting system with wireless base station with individual voting pads.
- Must have the ease and convenience of inputting names to be displayed on a monitor.
- Should be integrated with the broadcasting system, to provide real-time presentation of voting to video viewers.
- Other platforms for integrated electronic voting may be considered.

#### **6.3 OPTION 3 - PRESENTATIONS FROM COUNCIL DAIS**

- Ability to present using a laptop or tablet from seats at the Council dais.
- Desirable to be compatible with all makes of tablets and laptops and with no additional software needed for source devices.

#### **6.4 OPTION 4 - PRESENTATIONS FROM LECTERN**

- Ability to present using a laptop or tablet from the main Council Chambers Lectern.
- Desirable to be compatible with all makes of tablets and laptops and with no additional software needed for source devices.

**6.5 OPTION 5 - REMOTE PARTICIPATION**

- Ability to conference-in remote participants and have participatory meetings or presentations, such as through online meeting services (e.g., google hangout, teleconference, video conference, Skype, etc.)

**6.6 OPTION 6 – EXTENDED WARRANTY OPTIONS**

- Quote extended warranty options on equipment and service that are available past the initial warranty period of (1) year.



City of Bloomington  
Human Rights Commission

2015

RE: Affirmative Action and Living Wage Ordinance

To Prospective Bidders:

**Affirmative Action:** All bidders with the City of Bloomington for projects in excess of \$10,000.00 must submit an affirmative action plan to my office. This plan must insure that applicants are employed and that employees are treated in a manner that provides equal employment opportunity and tends to eliminate inequality based upon race, religion, color, sex, national origin, ancestry or disability.

In addition, pursuant to the **Responsible Bidders Ordinance**, all bidders with the City of Bloomington for public work bids of \$150,000 or more must include two additional protected categories in their affirmative action plan: sexual orientation and gender identity.

Even if your company already has a plan on file with the City, you must check with me to make sure that it complies with our current requirements. If you already have a plan, but it does not cover all of the City's current requirements, you may submit a separate supplement with your plan to fill any gaps.

You must submit your written affirmative action plan (or supplement) to me at least twenty-four hours before the bid deadline. You must submit your plan to me separately from your bid. The twenty-four hours will give me sufficient time to review your and the other bidders' plans. I recommend that you submit your affirmative action plan to me earlier, if possible, so that you and I will have time to work out any problems that may be in your plan. Bidders who fail to submit acceptable plans by the deadline are subject to disqualification.

I strongly advise you to confirm with me that I have received your plan and that it meets our requirements well before the bid deadline. We will make every effort to work with you to clear up problems. But it remains your responsibility to confirm that I received your plan and that it complies with our requirements. If you fail to confirm that I received and approved your plan, you risk losing your eligibility to bid. We will be glad to provide a receipt upon request. Please let us know if you want a receipt when you submit your plan.

You must insure that all the protected classes listed above are included in your plan. In addition to other requirements, your plan **MUST** include a workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementing the plan, applicability to both applicants and employees,

recruitment of minorities, equal access to training programs, and an explanation of your methods of communicating the operations of your affirmative action plan to your employees and prospective applicants.

Accompanying this letter you will find the following materials:

- (1) A workforce breakdown form. You MUST submit a workforce breakdown (sometimes called a "utilization report") with your Affirmative Action plan. This form is provided for your convenience. If you already have a current form you have completed for another jurisdiction that includes the same type of information, you may substitute a copy of that form instead of using our form. Your workforce breakdown figures must be updated every six months. Even if you already have an acceptable affirmative action plan on file with my office, you should submit a new workforce breakdown each time you bid for a City Contract, to be sure we have up-to-date figures.
- (2) An affirmative action plan checklist. I will use this checklist to review your affirmative action plan. If you compare your plan with this list, you should be able to tell whether your plan fulfills the City's requirements. If you omit any of the elements on the checklist, your plan will not be approved.
- (3) Two sample affirmative action plans: one for bidders covered by the Responsible Bidders Ordinance and one for all other bidders. These may be useful if your company has never designed an affirmative action plan before. Feel free to adopt one of these plans as your own or to amend them to meet your needs.

Additional materials, such as the City of Bloomington's Contract Compliance Regulations, are available from my office upon request.

**Living Wage:** Also, please be aware that you may be required to comply with the Bloomington Living Wage Ordinance. Whether the LWO applies to your project depends upon the size and type of your project and the number of people you employ. If you have questions about the applicability of the LWO, click on the LWO flow chart at [www.bloomington.in.gov/livingwage](http://www.bloomington.in.gov/livingwage) or call me. For 2015, the living wage for covered employees is \$12.31 an hour.

If you have any questions, contact me at (812) 349-3429 or e-mail me at [mckinneb@bloomington.in.gov](mailto:mckinneb@bloomington.in.gov). My office hours are Monday through Friday, 8-5. Thank you.

Barbara E. McKinney, Human Rights Director/Contract Compliance Officer

**BLOOMINGTON HUMAN RIGHTS COMMISSION**  
**Model Affirmative Action Plan**  
**for**  
**Bidders Covered by Responsible Bidder Ordinance**

**Policy Statement**

\_\_\_\_\_, Inc., declares its policy to provide equal opportunity in employment, training and advancement, and to administer its employment practices without regard to race, color, religion, sex, national origin, ancestry, disability, sexual orientation or gender identity. Our policy of nondiscrimination will prevail throughout every aspect of our employment practices, including recruitment, hiring, training and all other terms and conditions of employment. We shall implement an affirmative action plan to make it widely known that equal employment opportunities are available on the basis of individual merit. We shall survey and analyze our employment workforce annually to determine what steps, if any, are needed to conform effectively with this equal employment policy.

**Responsible Officer**

Mr. or Ms. \_\_\_\_\_ (or the \_\_\_\_\_ officer) is the equal employment opportunity officer for our company and is responsible for implementing this affirmative action policy.

**Publication of Policy**

Our employees will be made aware of our commitment to affirmative action through the following procedures:

- posting notices on employee bulletin boards,
- including our policy statement and plan in our personnel manual,
- regularly sending out notice of our policy in paycheck envelopes,
- and training supervisors to recognize discriminatory practices.

We will make potential employees aware of our policy through the following procedures:

- including the words "Equal Opportunity Employer" in all of our advertisements and notices for job openings,
- notifying employment agencies about our commitment, and
- sending notice of our policy to unions.

**Implementing Our Policy**

Our affirmative action plan will be implemented by widening our recruitment sources. We shall advertise in newspapers and other media that reach people in protected classes. We shall send job notices to schools with large percentages of students in the protected classes and to local groups that serve these classes.

We shall examine our hiring practices periodically to insure that we consider only job-related qualifications in filling our positions. We shall discard irrelevant educational requirements and unnecessary physical requirements. We shall retain only job-related questions on our employment application.

We shall keep affirmative action information on each applicant, but separate from his or her application. We shall keep records on our hiring decisions to evaluate the success of our affirmative action measures. We shall decide placement, duties, benefits, wages, training prospects, promotions, layoffs and terminations without regard to race, sex, religion, color, national origin, ancestry, disability, sexual orientation or gender identity.

### Grievance Procedure

If an employee feels he or she has been discriminated against on the basis of race, sex, religion, color, national origin, ancestry, disability, sexual orientation or gender identity he or she may bring the complaint to his or her immediate supervisor. If the complaint is not resolved readily at that level, he or she may submit it to \_\_\_\_\_ (personnel officer, corporate president, other) who will make a final decision on its validity. This grievance process does not preclude his or her complaining to local, state or federal civil rights agencies. We will not retaliate against an employee or applicant for voicing a grievance or for filing a complaint with the appropriate agency.

Our current workforce breakdown is shown on the attached form.

\_\_\_\_\_  
Corporate President

\_\_\_\_\_  
Date

## AFFIRMATIVE ACTION PLAN CHECKLIST

NOTE: This is **not** an Affirmative Action Plan

Effective Date: \_\_\_\_\_

<b>Contractor: Plan MUST Include:</b>	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Policy statement of equal employment opportunity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Covers:</b> Applicants for employment	<input type="checkbox"/>	<input type="checkbox"/>	
Employees	<input type="checkbox"/>	<input type="checkbox"/>	
<b>On basis of:</b> Race	<input type="checkbox"/>	<input type="checkbox"/>	
Religion	<input type="checkbox"/>	<input type="checkbox"/>	
Color	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	
National Origin	<input type="checkbox"/>	<input type="checkbox"/>	
Ancestry	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation*	<input type="checkbox"/>	<input type="checkbox"/>	
Gender Identity*	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Designates a person responsible for implementation of the Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provides for communication of the policy:</b>			
Within the Organization	<input type="checkbox"/>	<input type="checkbox"/>	
Outside the Organization (e.g., recruitment sources, unions)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Applies to all terms and conditions of employment (e.g., hiring, placement, promotion, duties, wages, benefits, use of facilities, layoff, discipline, termination)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provision for: Recruitment from minority groups</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provision for: Equal access to training programs</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Grievance Procedure</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Prohibits retaliation for filing grievances</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Workforce Breakdown (figures up to date within 6 months)</b>	<input type="checkbox"/>	<input type="checkbox"/>	



STATE OF INDIANA )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

**AFFIDAVIT REGARDING E-VERIFY**

The undersigned, being duly sworn, hereby affirms and says that:

1. The undersigned is the \_\_\_\_\_ of \_\_\_\_\_.  
(Job title) (Company name)
2. The company named herein that employs the undersigned has contracted with or is seeking to contract with the City of Bloomington to provide services.
3. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein does not knowingly employ an "unauthorized alien," as defined at 8 United States Code 1324a(h)(3).
4. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein is enrolled in and participates in the E-verify program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

STATE OF INDIANA )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

Before me, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
Printed name

My Commission Expires: \_\_\_\_\_  
County of Residence: \_\_\_\_\_



STATE OF INDIANA )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

**AFFIDAVIT REGARDING NO INVESTMENT IN IRAN**

The undersigned, being duly sworn, hereby affirms and says that:

1. The undersigned is the \_\_\_\_\_ of \_\_\_\_\_.  
(Job title) (Company name)
2. The company named herein that employs the undersigned has contracted with or is seeking to contract with the City of Bloomington to provide services.
3. As required by Indiana Code 5-22-16.5-13, the undersigned hereby certifies under penalties of perjury that the company named herein is not engaged in investment activities in Iran.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

STATE OF INDIANA )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

Before me, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed name

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

