

Statement of Purpose

Upgrade the Auburn Hills city government cable TV channel playback system for increased usability, flexibility and robustness; to bring cleaner, clearer signal to cable channel, increased ease of use for external and internal staff operation; and include an integrated streaming and online video on demand archive service.

The City of Auburn Hills is seeking bid pricing for a complete cable playback and web streaming solution for the government cable TV Channel as specified in this bid document. Sealed Bids will be received by the City of Auburn Hills at the office of the City Clerk, 1827 N Squirrel Road, Auburn Hills, MI 48326 until Wednesday, December 14, 2016 at 2:00 p.m. ET, after which time they will be publicly opened and read in the City of Auburn Hills City Clerk's Office.

Bid responses are not accepted via fax transmission or email.

Sealed bids must be received via mail or in person at the City's Clerks Office no later than the bid deadline. Envelope must be sealed and the BID NUMBER written on the lower left corner of the Envelope. Sealed envelope must also list the vendor name and address.

Sealed bids are to be delivered to:

City of Auburn Hills
City Clerk's Office
1827 N. Squirrel Road
Auburn Hills, Michigan 48326
RE: SEALED BID CABLE12-14-16

Scope of Work

A complete cablecast playback and web streaming solution for Auburn Hills' government cable TV channel.

- Ability to schedule and capture recordings and transmit live cablecasts
- Able to run channel unattended 24/7
- Send continuous recorded and live programming out to cable channel in SD with HD option for future proofing
- Allow for local storage of programming
- Accept program files in HD and automatically down convert/letterbox for SD output
- Schedule automatic switch to live control room source for live meetings, with scheduled and manual shut off
- Schedule internal recording for set duration, with scheduled and manual shut off
- Include option for "fall back content" when no programming is scheduled

Online Control & Configuration

- Web interface control for all components & TV schedule, accessible both inside and outside building
- Interface accessible AND usable across PC & MAC OS X platforms without intermediate software
- Multiple configurable user accounts
- Embeddable online public TV schedule
- Program files may be added remotely via FTP or online interface accessible from inside and outside building
- Auto-transcoding of submitted video files to playback system

Online Streaming & Video on Demand

- One-click transcode & upload of local program files to video on demand server
- Auto-transcoding of submitted files to video on demand format
- Live stream of channel 24/7
- Video on Demand (VOD) hosting with configurable, embeddable player, ability to organize videos into playlists, robust metadata, add editable chapter markers
- Playback compatible with desktop, laptop and mobile devices including Apple iOS

Support

- Online and phone tech support and remote configuration assistance
- Hardware repair and service warranty

Installation

- Installed locally by CMNtv, with phone and online tech support available from vendor during install.

Outcome & Performance Standards

- System remain operational unattended 24/7
- Internal & external online access to all aspects of system

Deliverables

- Hardware and cables for complete playback and streaming system
- Remote support via telephone, online and email
- Delivered as soon as possible upon order

Payments

Invoice issued to City of Auburn Hills.

Requirements for Proposal Preparation

- System overview, complete list of components including details on their role
- Details and costs of ongoing service contracts & warranties through the first three years of operation
- Invoice/purchase order
- Timeline for delivery

Background Info

Auburn Hills is northern suburb of Detroit. As of 2016, its population was estimated to be 23,000. Auburn Hills has a council/city manager form of government. Council meetings are held twice a month, starting at 7pm on the second and fourth Mondays. Average meeting length is 2-3 hours. Meetings are currently recorded to drive and cablecast after they finish.

No live cablecast or streaming currently exists. Replays of the meeting recordings air on Comcast channel 17 on Tuesdays at 3pm, Thursdays at 9am, and Wednesdays and Fridays at 7pm. No online archive of recorded meetings currently exists.

Project contacts:

Chris Weagel
Executive Director, CMNtv
248-589-7778; chris@cmntv.org

Stephanie Carroll
Manager of Business Development and Community Relations
City of Auburn Hills
248-364-6802; scarroll@auburnhills.org

Requirements for proposal preparation:

All bids shall specify terms and show delivery dates. The City reserves the right to reject any or all bids, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

1. Municipalities are EXEMPT from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder(s) with tax exemption certificates when requested.

2. VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. The City of Auburn Hills shall accept NO CHANGES to the bid document made by the Vendor unless those changes are set out as an "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document.

3. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications or additions made by the City of Auburn Hills to the Authorized Version of the bid document, shall be bound by the Authorized Version of the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of changes, modifications or additions made by the City of

Auburn Hills to the Authorized Version of the bid, and that Vendor fails to accept the bid award, the City of Auburn Hills may pursue costs and expenses to re-bid the item.

4. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Auburn Hills, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Auburn Hills against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Auburn Hills, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Auburn Hills, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

5. To the extent permitted by law, the City of Auburn Hills and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.

Evaluation & Award Process

Bids will be evaluated by Stephanie Carroll and Chris Weagel to determine if they meet all service and technical requirements and that all aspects of the system integrate with existing control room and cable cast equipment and workflow.