

**REQUEST FOR PROPOSAL (RFP)**  
**INSTALLATION OF THREE CAMERAS IN THE CITY OF CLEARLAKE CITY**  
**AND CITY OF LAKEPORT COUNCIL CHAMBERS AND REMOTE CONTROL**

**LAKE COUNTY PEG TV**

**c/o CITY OF CLEARLAKE**  
**14050 OLYMPIC DRIVE**  
**CLEARLAKE, CA 95422**

**NOVEMBER 10, 2016**

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## 1. SUMMARY AND BACKGROUND

PEG TV is currently accepting proposals to recommend and install a camera system for the Clearlake and Lakeport City Councils.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction PEG TV wishes to go.

PEG TV is a non-commercial public access television station that serves Lake County in Northern California and was created by an agreement between the County of Lake, the City of Clearlake and the City of Lakeport.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm PST, December 12, 2016. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by PEG TV and its legal representatives and will include scope, budget, schedule, and other necessary items pertaining to the project.

## 3. PROJECT PURPOSE AND DESCRIPTION

**The purpose of this project is as follows:**

The PEG TV station is located at Clearlake City Hall. We desire to broadcast the City Council meetings from both Clearlake City Council chambers and Lakeport City Council chambers. This project is to televise the City Council meetings of both Clearlake and Lakeport from their council chambers with three cameras each, with one fixed and two PTZ cameras plus a live switch. We are also adding to our cable broadcasting simultaneous delivery of content to the internet and the system will have to be compatible with that mode of delivery. We are also looking to update our existing station equipment so if the solution helps with that goal that would be desirable.

**Project Description:**

PEG TV is seeking a provider to utilize the latest technology to create and install a system to enable us to televise meetings from both city council chambers with a user friendly solution.

The finished solution must allow PEG TV to easily manipulate the cameras and content in order to allow for frequent changes in the dynamic environment in which we work where things constantly change. Also, there must be a clearly visible light ( preferably Red in color) in the Council Chamber that is lit when any of the recording equipment is on.

The solution should be aesthetically pleasing, simple for operators to navigate, and stable. The solution must also be completely secure against intrusion from hackers.

**4. PROJECT SCOPE**

The scope of this project includes all design, development, installation, licensing, and training of the proposed solution. The selected bidder will be responsible for planning and installation and PEG TV will be responsible for procuring the equipment as per your direction.

**5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

**Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5pm PST, December 12, 2016.

Evaluation of proposals will be conducted from December 13, 2016 until December 31, 2016. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The selection decision for the winning bidder will be announced at our January 9<sup>th</sup> meeting.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by January 31, 2016.

Notifications to bidders who were not selected will be completed by January 31, 2016.

**Project Timeline:**

Project planning phase must be completed by January 31, 2016. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

## 6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	NRC	
Installation	NRC	
Training	NRC	
Software and Licenses	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

## 7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in developing, planning, training and installation of camera and broadcast systems.
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or similar projects designed and implemented by your organization
- Contact information of past clients that we can speak with.
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full plan including milestones, deliverables, and requirements of us
- Timeframe for completion of the project
- Project management methodology

## 8. PROPOSAL EVALUATION CRITERIA

PEG TV will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

## 9. MISCELLANEOUS Provisions

- NEGLIGENCE: Contractor shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards, and shall be liable for its own negligence and the negligent acts of its employees. The City of Clearlake, the City of Lakeport and the County of Lake shall have no right of control over the manner in which the work is done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to any of Contractor's employees.
- INDEMNITY: Contractor shall indemnify, defend, and hold harmless the The City of Clearlake, the City of Lakeport and the County of Lake, its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the The City of Clearlake, the City of Lakeport and the County of Lake.
- INSURANCE: Contractor shall not commence with any work before obtaining, and shall maintain in force at all times during the term of this Contract, the policies of insurance as specified by this Request for Proposal and incorporated herein by this reference. *See EXHIBIT A*

Each bidder must submit 5 copies of their proposal to the address below by December 12, 2016 at 5pm PST:

Lake County PEG TV  
c/o City of Clearlake  
14050 Olympic Drive  
Clearlake, CA 95422