

NOTICE IS HEREBY GIVEN that sealed bids are sought and requested by the Town of Irondequoit, Monroe County, New York according to plans and specifications prepared by the Town of Irondequoit Community Access Television Department of Irondequoit, New York, for a **Fully HD Multimedia Video Automation/Playback System for 2 Channels**

Sealed bids will be **received by the Town at the office of the Town Clerk on the first floor**, 1280 Titus Ave., Irondequoit, New York, on **August 2, 2021 at 10:00 A.M.**, and will then and there be publicly opened and read.

Specifications and proposal forms may be obtained **July 14, 2021** at the office of the Clerk.

The Town of Irondequoit reserves the right to waive any informality in, or to reject any or all bids, or to make an award to other than the low bidder.

The Town of Irondequoit encourages all qualified Disadvantaged Business Enterprises (D.B.E.) to submit bids.

All bids submitted must be accompanied by a signed and sealed certificate of non-collusion.

All bids must be sealed, clearly marked with the word “BID” and description of item, on the sealed envelope.

Dated: July 12, 2021

Barbara Genier, Town Clerk

Fully HD Multimedia Video Automation/Playback System for 2 Channels

SPECIFICATION

Town of Irondequoit, New York

Multi-format Video Automation/Playback and Distribution System
for cable and internet delivery to the Town of Irondequoit

Ancillary Services could include VOD/Live Streaming/OTT distribution
services, Live Closed Captioning for all programming, Archiving services,
and digital signage

Bid Opening

Town Staff Contact

Michael Moss

Irondequoit Community Access Television

585-336-7273

mmoss@irondequoit.org

**NOTICE TO BIDDERS
for IRONDEQUOIT, NEW YORK**

PLEASE TAKE NOTICE, that sealed proposals are sought and requested by the Town of Irondequoit Community Access Television Department for the following:

The equipment and installation covered by such sealed proposals shall be in accordance with the specifications prepared by the ICAT Department and are available at the Office of the Clerk, 1280 Titus Avenue, Irondequoit, New York.

SEALED PROPOSALS will be received by the Town Board at the office of the Town Clerk at the Town Hall, 1280 Titus Avenue, Irondequoit, New York until at which time they will be opened and read publicly.

No person may withdraw his proposal within thirty (30) days after the date set for opening thereof.

The Town Board reserves the right to waive any informality in or to reject any and all proposals.

By order of the Town Board of the Town of Irondequoit, Monroe County, New York.

Barbara Genier, Town Clerk

TOWN OF IRONDEQUOIT GENERAL BID SPECIFICATIONS

1. Each bidder must deposit with the bid submitted, security (bid bond or certified check required) in an amount not less than 5% of the bid price.
2. If the successful bidder fails to deliver the item bid for within the period of time specified, then the sum deposited as aforesaid shall be forfeited to the Town as liquidated damages or the payment of the bond enforced for the benefit of the Town.
3. No bid may be withdrawn for a period of thirty (30) days after the date set for the opening thereof and no bid may be withdrawn at any time prior to the opening of the bids.
4. All bid proposals shall clearly indicate the gross price bid, any and all allowances, preparation charges, delivery charges, and the net price bid.
5. Each bidder shall submit with their sealed proposal a non-collusive bidders certificate as required in Section 103-d of the General Municipal Law of the State of New York.
6. A cover sheet shall be clearly marked indicating the appropriate bid submissions (See attached "Exhibit A").
7. The envelope containing each sealed proposal shall be clearly marked BID in capital letters. The item being bid for shall also be written in capital letters following the word BID.
8. Each bidder shall submit as part of the proposal sufficient information so that the Town Board can determine exactly and in detail what it is the bidder proposes to supply.
9. The Town Board reserves the right to waive any informality in, or to accept or reject, any and all bids.
10. The Town Board reserves the right to be the sole judge of all equivalencies.

Project Description

The Town of Irondequoit and its partners are seeking proposals for one video automation/playback system for its access cable television operation of two (2) Community Access/Government stations, internet video delivery/Web Streaming, live capabilities from three (3) local school districts, closed captioning for all content, distribution services to branded OTT apps such as Roku, Amazon Fire, Apple TV, etc., Remote Content Management, a media archive and digital messaging services. It is the intent of this bid announcement to find an effective system to meet the present needs and allow support for growth and upgrades. Each submission received will be reviewed to ensure it meets minimum specs and lowest competitive price.

This bid is broken down into several sections. When responding to this announcement please use the provided materials and return your bid submission in similar format by section with product identification, description, and cost.

Hardware

Identify the required hardware and price, to achieve the desired goals as outlined. Identify the hardware model number, brief description, and its role within the automation system.

Services

1. Identify each upfront contract service required and its cost required to support purposed system through December 31, 2026.
2. Identify each ongoing contract service required to support the annual operation of the purpose system starting January 1, 2022 (or sooner), and the estimated cost;
 - A. per year, over five years, if paid annually.
 - B. if paid in full for a five-year contract.

Installation

Installation shall include the cost for all incidentals items associated with the physical installation, initial configuration, labor, and travel.

Training

Identify the training and education service to be offered with the proposed system. This would include onsite, teleconference, tutorials, and self-studies via book and / or manuals.

- A. Alternatively, Identify opportunity and savings if the training was conducted remotely via phone, Zoom (or similar) and the internet.

Third Party Services

Name all third party companies or individuals to be utilized in part, or in full when executing the installation, maintenance or support of submitted proposed system and services. If none indicate "none".

Upgrades and Future Proofing

This bid announcement is to secure a full functioning automation system at the time of installation to meet the immediate needs of the town and its partners. The proposed system shall not be limited to prevent facility expansion, upgrades, industry protocol, and technology changes. The bid announcement document has identified future goals as "future services". Identify hardware, services, and cost that will be required to support "future services" only.

The information contained in Part "F" will be used to evaluate and identify that the proposed system will support growth and upgrades. Pricing listed in this section will be used for future budgeting purposes and should not be included in the bids total cost.

Minimum Spec Amendment

Bidders may challenge a bid spec and propose a comparable alternative. Each submitted alternative will be evaluated following the bid opening for fair competitive alternative against other bid submissions amendments.

Minimum Specs

1) Video Media

a) Display Resolution and Aspect Ratio:

Manage both Standard-definition (SD NTSC), Enhanced-definition (EDTV) and High Definition (HD) content and allow playout based on designated resolution and aspect ratio needed (Auto Upscale and Downscale, letterbox and columns) while maintaining the original file format.

b) Codecs and media resources:

i) Ingest: MPEG, AVI, ProRes, WMV, Quick Time, H.264, DVD (VTS file structure)

ii) Decode: Shall support the required output format for distribution to cable plant and mobile and computer devices and/or Content Distribution Network (CDN)

iii) Supports playback of MPEG-2 Transport Streams with MPEG-2 or H.264 Video Codecs, and MPEG-1 Layer II, AC-3, AAC, MP3 Audio Codecs

c) Asset management and storage:

The system shall minimize duplication of media files to reduce both internal and external storage network wide. All internal media storage will be stored within the systems directory.

i) Minimum active local media storage size shall be including Raid 5, 10 TB Minimum, with option to expand

d) Media Workflow:

All source media files shall be ingested in their original format, transcoded for required deliver devices, automatically transferred and uploaded to required content distribution networks. Original media files shall be transferred from the automation system once transcode is completed for archive storage on the organization's network storage directory.

Media file program information and metadata should follow along with media files to each point of distribution including archiving, content distribution for internet services.

e) Event Scheduling

- i) Events by Date and Time
- ii) Support web based/remote access scheduling by user rights/permissions
- iii) Drag drop programming
- iv) Bulk Schedule by Program and Episode
- v) Auto playout event fill / programming continuity
- vi) Support ability to schedule a “place holder” for media files which have yet been imported into the database
- vii) Support schedule playout of media as it is being encoded (Tape Delay) prior to the file completion.

f) Graphic Display / Overlays / Function

- i) Now Playing
- ii) Coming up next
- iii) Next 5 events
- iv) Community Calendar and emergency alert
- v) Lower thirds
- vi) Weather and time
- vii) Provide pushback of active video transmission for emergency alert
- viii) Bug with logo

g) Distribution

- i) Cable TV System
 - (1) Output:

(a) 2 channels, Option to Expand

(i) support management for additional playouts in the future

(b) Fully HD with automatic internal up and down conversions for cable company and other SD distribution points

(c) SD/SDI Expandable to support IP data stream to cable company

(d) Support Closed Captioning (CC), meta data for cable system programming guide

ii) Internet Delivery

(1) Bandwidth / Data traffic

Identify the size bandwidth pipe required to affectively upload and down load data to provide effective management of inbound and outbound data paths to support system management, ingestion, and distribution.

(2) Live

(a) Configure new system and workflow

(b) Delivery to Mac and PC computers, Mobile devices; Apple and Android, Over The Top (OTT) systems

(c) Provided Data stream reflectors for multi user connection for live video stream delivery

(3) VOD

Video on demand can be accomplished by vender products and should integrate deliver into 3rd party CDN such as YouTube and Vimeo.

(a) Delivery to Mac and PC computers, Mobile devices; Apple and Android, and Over The Top (OTT) services

(b) Provided for data stream reflectors for multi user connection to support minimum of 500 simultaneous streams at onetime

(c) Identify if content is to be stored in the cloud or on internal servers. Minimum storage of 1TB, option to expand

(4) Over The Top Delivery, OTT Identify systems and support for over OTT delivery for live and on demand programing to apps such as Roku, Amazon Fire, and Apple TV (etc.).

2) Digital Signage

As part of the purposed distribution system, the requirement for graphic and text distribution display is required to support graphic display for distribution over the cable TV delivery for communication purposes.

Identify if this can be supported via the video playout server or by an additional graphic system.

Said system shall support multi user content submission and management based on administrative rights. The system shall support management via in house computer terminals and cloud (web) management by multi agencies.

a) Content

The system shall support both graphic, audio and text content, and receive content from remote services and internet based feeds such as RSS, HTML, Data tables and Social media feeds.

b) Content output

System data base and content shall support forwarding event data to website event calendar, social media services, (twitter, Facebook, etc..) to announce new events and events happening that day.

c) Flexible Display

Video display formatting shall support both SD and HD display. Content shall auto modify its self to support templates in both HD and SD distribution for affective display and reading ability.

d) Displays / outputs

Players and displays will be fed by both organizations network and to remote locations via the public internet.

i) Cable TV transmission – 2

ii) **Quote Separately for inclusion in the bid or potential upgrade later (optional)**

- Monitors and players

(1) Town hall – 2

(2) Community Center – 2

(3) School Districts – 3

(4) Library - 1

3) School District Remote Access and Live Capabilities

Upgrade and equip three (3) local school districts (East Irondequoit, West Irondequoit, Bishop Kearney High School) with remote access points. Abilities for the remote points shall including content uploading, scheduling, and live event capabilities via Video streaming/transmitting services.

4) Delivery and Installation

Delivery, installation, and fully functioning of said system shall be completed within 120 days from awarding bid.

a) All video, audio, and data cable must be plenum fire rated

b) All video wire must be at least 4.5 Gig Hertz or higher

Exhibits

- A. Bidder BID Attachments
- B. Non-Collusive Bidding Certification
 - I. Diagram - Hardware / Facilities
 - II. Diagram - Media Workflow
 - III. Photo of facility or site tours is available upon request

Exhibit A

Bidder BID Attachments

Please find the following attachments included with this bid proposal to the Town of Irondequoit:

(1)

- 5% Bid Bond enclosed
- 5% Certified Check enclosed

(2)

- Non-collusive Bidder's Certificate

(3)

- Gross Price Bid
- Net Price Bid
- Allowances
- Delivery Charges
- Net Price Bid
- Options

(4)

- Bid Form

Exhibit B

NON-COLLUSIVE BIDDING CERTIFICATION

The Bidder specifically agrees to the provisions of Section 103-d of the General Municipal Law. Pursuant to the non-collusive bidding certification provided therein, by submission of this bid, each bidder and each person signing on behalf or any bidder certifies, and in case of a joint bid, each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by this bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

NAME OF PROJECT: _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TOWN OF IRONDEQUOIT – Multi-Media Playback System

BID FORM

Company: _____

Contact: _____

Address: _____

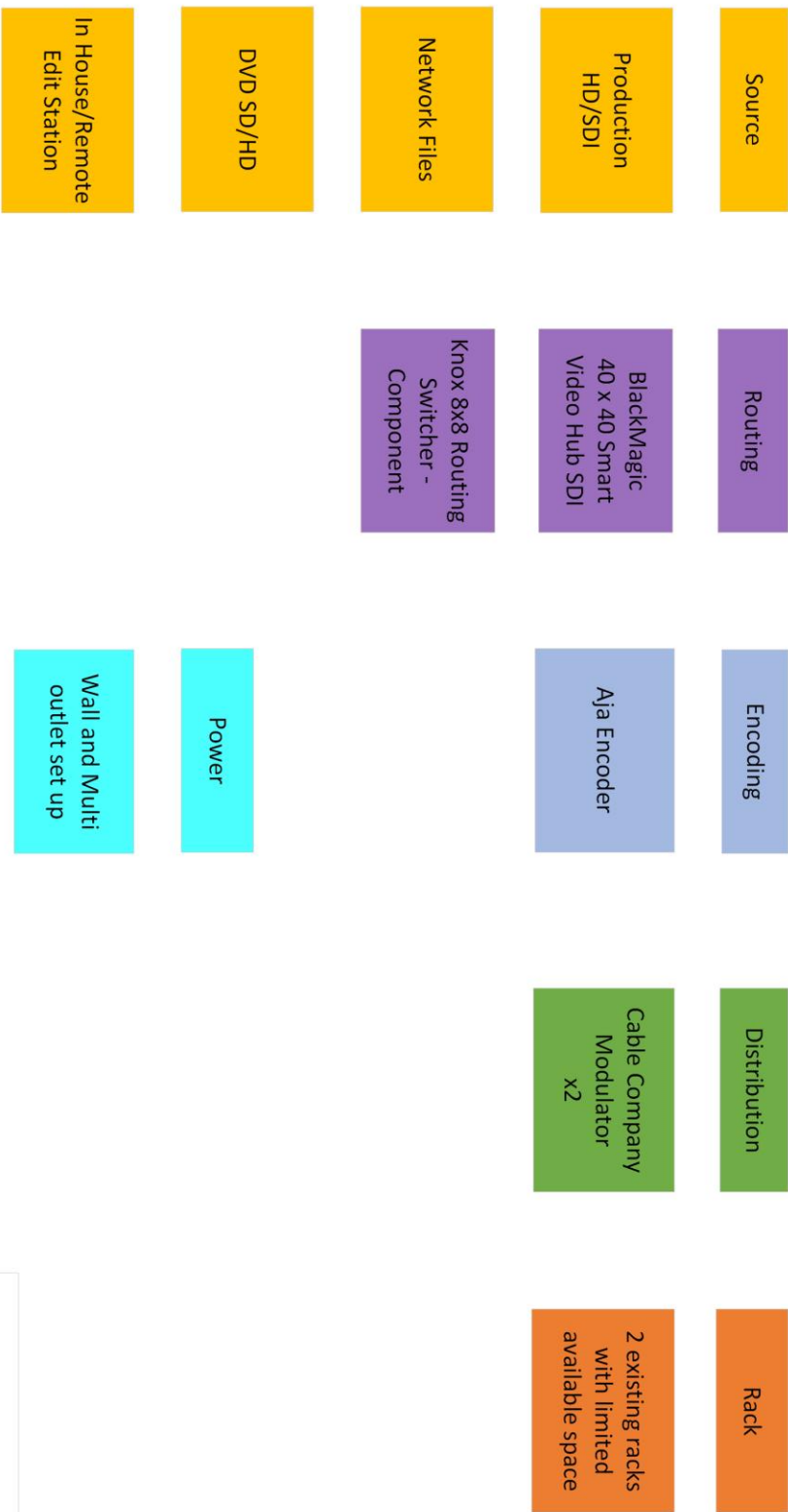
Zip Code: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

Existing



Town of Irondequoit
 Irondequoit Community
 Access Television
 Automation Operations
 Exhibit I - Hardware/
 Facilities

Town Of Irondequoit
 Irondequoit Community Access
 Television
 Exhibit II - Media Workflow

Note:
 *The work flow goal is to support single key entry to multiple outlets.
 *Support in house and out of house direct input, ingest, and scheduling opportunities based on administrator rights and approvals



This is our current workflow on our older system, The new system/technology should improve our workflow and abilities