

City of Milton-Freewater, Oregon
Request for Proposal (RFP)
For
Audio Recording Systems
RFP No. R070108

OBJECTIVE

The City of Milton-Freewater is requesting proposals from qualified vendors to furnish and install a high performance WIRELESS DIGITAL AUDIO RECORDING SYSTEM. This system will replace our current system, which is cassette tape based. The primary functions desired include the ability to record all testimony, oral reports and comments given during public hearings held at City Council and City Planning Commission meetings. The proposal shall include information and pricing of the proposed equipment and its initial set-up and installation, as well as the Proposer's technical support policy, and all warranties and guarantees associated with such equipment and service.

BACKGROUND INFORMATION

The City's need is to record meetings of various kinds for a historical record. The City prefers a system that has the ability to record in a clear, concise and reasonable volume the voices of 9 City Officials, City Staff Members, and all citizens giving testimony during public hearings, held in the Albee Room, 722 South Main, Milton-Freewater. These meetings require minutes of the proceedings be kept and made available to the public on request. In recent years there have been problems with the audio system including (1) age and wear related mixer/amplifier failures; (2) reception of audible radio signals which interfere with an accurate recording; (3) problems with volume due to speaker placement; and (4) loss of recorded testimony. The City of Milton-Freewater is seeking proposals to eliminate these problems and to upgrade existing equipment that may be approaching the end of its life expectancy.

RECORDING OF MEETINGS

The requirements for recording of meetings include the following.

- 1. The ability to replay, rewind, speed-up, slow-down, and fast-forward through the recording to facilitate the transcription of minutes.*
- 2. The ability to store the recording for a period of time as required by retention policies. The subject audio tracks may be used as testimony in a court of law, for use by the recording secretary, and/or for use by citizens.*
- 3. The ability to replay the recording starting at a particular point, such as at the beginning of a particular agenda item. This might be similar to tracks on a CD. Currently we do not have this particular feature.*

GENERAL EQUIPMENT SPECIFICATIONS

Five (5) wireless boundary microphones equipped with a wireless microphone transmitter (the transmitter must be equipped with a backlit status display which informs the user of transmit status, battery strength and recorder status and microphones must be capable of 8-10 hours

continuous use without recharging), one (1) wireless handheld microphone with stand, a wireless four speaker system with a transmitter and receiver for assistive listening, one (1) recorder with the capability of a computer I/O connection that would allow it to be easily linked for easy file transfer, and one (1) enclosed locking cabinet to store equipment.

INITIAL PURCHASE

Provide initial purchase requirements including required hardware and software licensing. If the solution is a software based product that runs on standard desktop and server equipment, please indicate the system requirements.

MAINTENANCE AND UPGRADES

All proposals shall include cost of maintenance and upgrades for the initial year, with options to renew for four (4) additional one year periods. The City will include in the evaluation process the total cost, including installation, upgrades, maintenance and service charges for the first five years of use. Therefore, all proposals shall include cost of each of these fees and services for the initial year and the four (4) additional years.

SUPPORT PROCEDURES

The proposal should indicate how support is handled and how updates/upgrades are installed. Any other information necessary to fairly evaluate the processes necessary to effectively use the software should be addressed.

REFERENCES

The proposal should include contact information of several current customers that may be contacted to discuss the customers experience with the vendor and product. The City will use this information to verify the quality of both the vendor and the solution.

PRICING

Pricing must be guaranteed for a minimum period of thirty (30) days.

PURCHASE ORDERS

The City will issue Purchase Orders for the solution after the evaluation process. It is expected that the successful vendor will be able to deliver the solution within 60 days ARO.

SELECTION PROCESS

The City desires to select the solution which represents the best overall value to the City. The selection process will be based on the responses to this document, any necessary tests to confirm compliance with the listed specifications, and final negotiations on terms and conditions of the purchase. A committee will judge each bidder's response as determined by meeting the following criteria:

1. The ability, capacity, and features of the offered solution;
2. The character, integrity, reputation, judgment, experience, and efficiency of the Offeror;

4. Price;
5. The quality of service and level of performance of Offeror under previous contracts, if any;
6. Other relevant information, which the City feels, would help in the evaluation of the proposal.

SUBMISSION DATE AND TIME

Proposals must be sealed and endorsed "Audio Recording System Proposal" and conform to all requirements contained herein. Proposals may be mailed, hand-delivered, faxed, or E-mailed. The proposal must be received in City Hall, Office of the City Recorder no later than 1:30 P.M. Pacific Standard Time, Friday, August 29, 2008. The Offeror shall be responsible for actual delivery of the proposal, to the proper office before the deadline. Any proposals received after the deadline will be returned unopened. Responses should be addressed as follows:

RFP No. R070108

Audio Recording System Bid

The City of Milton-Freewater, Attn: City Recorder

P.O. Box 6

Milton-Freewater, OR 97862

Email address: leanne.steadman@milton-freewater-or.gov

Fax number: (541) 938-8224 (cover sheet addressed as above)

The City reserves the right to reject any or all proposals, to postpone mailing the award for a reasonable length of time, to delete certain proposal items if at a later time such items are deemed unnecessary or unwanted by the City, and to accept the proposal deemed best in the interest of the City, considering the experience, qualifications and equipment of the proposers, and the time required for delivery.

The content of all proposals will be kept confidential until bids are publicly opened, after which the content will no longer be kept confidential. All material contained in and/or submitted with the Proposal becomes the property of the City and may be returned only at the City's option.

The City is an affirmative action equal opportunity employer, and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

If you have any questions feel free to contact the City Recorder:

Leanne Steadman

leanne.steadman@milton-freewater-or.gov

(541) 938-8233