

Request for Proposals

Communication System

Including

Website and livestream system

Village of Vicksburg, Michigan

Inquiries and Proposals Should Be Directed To:

Jim Mallery

Village Manager

126 N. Kalamazoo Ave.

Vicksburg, MI 49097

Copies of the RFP response must be received no later than

09/25/2019

The village reserves the right to reject any and all proposals received, waive informalities, or accept any proposal it deems to be in the best interest of the Village. The Village is not obligated to reimburse responding Vendors for any expenses incurred in preparing or submitting proposals in response to this request, nor is the Village responsible for such expenses. All such expenses are solely the responsibility of the vendor.

For purposes of this proposal the Village of Vicksburg will hereby be referred to as the “Village” and the individual Vendor will hereby be referred to as the “Vendor”.

The Village is looking to increase transparency, better inform constituents, and be able to stream all meetings live, through a new website and live streaming equipment compatible with the new website. This new communication system will:

Include a visually rich easy to navigate website that promotes transparency and timely communications

Include a prominent emergent message capability

Migrate current content to new site

Be built on a reliable well supported platform

Have the ability to integrate video, audio, livestream and social media

Include detailed analytics reporting

Be easy to edit and update

PROPOSAL WILL ALSO INCLUDE:

A portable livestream system which includes:

A sound system including 9 portable and remote microphones

A minimum of two remote controlled cameras

Switching software

Editing software

Training on both website and livestream system

Technical support

Proposals should be prepared as simply as possible and provide a straight forward, concise description of the Vendor’s capabilities to satisfy the requirements of the RFP. All parts, pages, figures, and tables must be numbered and labeled clearly, the proposal should be organized into the following parts:

1. Executive Summary
2. Company Background
3. Implementation Plan and Timeline

4. Support and maintenance
5. Client References
6. Contract Terms and Conditions
7. Cost Quotations

TERMS AND CONDITIONS

1. This RFP is not an offer of contract. Receipt of a proposal neither commits the Village to award a contract to any vendor, even if all requirements stated in this proposal are met, nor limits the Village's right to negotiate in its best interest. The Village reserves the right to contract with a vendor for reasons other than lowest price.
2. Expenses incurred in the preparation of proposals in response to this RFP are the bidder's responsibility.
3. No work performed by the vendor that is out of the scope as defined by the Vendor's proposal will be reimbursed unless specifically authorized by the Village in writing.
4. The contractor, subcontractors and their employees shall not be deemed employees of the Village for any reason.
5. All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information therein becomes freely accessible by the public.
6. For the duration of the contract, the vendor and all subcontractors must maintain insurance coverage at an amount acceptable to the Village and must name the Village of Vicksburg as additionally insured.
7. Bids submitted may not be withdrawn or modified for 90 days following the date on which they are opened by the Village and must remain valid for 90 days.
8. Non-Assignability: There shall be no change, modification, or alteration of the agreement, except in writing, signed by both of the parties. Neither party shall assign any of the rights under the agreement without prior approval, in writing, of the other.
9. Indemnity: The contractor agrees to the fullest extent permitted by law to defend, pay on behalf of, indemnify and hold harmless the Village of Vicksburg, its elected and appointed officials, employees and volunteers and others working on behalf of the Village of Vicksburg 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 Village of Vicksburg, its elected and appointed officials, employees, volunteers or others working on behalf of the Village of Vicksburg by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the contract.